

# BOARD OF SUPERVISORS

## Brown County



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### PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair  
Mike Fleck, Vice Chair  
Norbert Dantinne, Dave Kaster, Dan Haefs

### PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Tuesday, May 26, 2009  
Approx. 7:30 p.m. To follow directly after  
Land Conservation Sub-Committee  
Room 161, Ag & Extension Center  
1150 Bellevue Street

### **\*\* TOUR \*\***

**Of UW-Extension Season-Extension Hoop House located  
at the Ag & Extension Service Center @ Approx 6:45 p.m.**

- I. Call meeting to order.
  - II. Approve/modify agenda.
  - III. Approve/modify minutes of the Joint March 16, 2009 and April 27, 2009.
1. Review minutes of:
    - a) Harbor Commission (4/13/09).
    - b) Planning Commission Board of Directors (3/16/09 and 5/6/09).
    - c) Solid Waste Board (3/16/09).

### Communications

2. Communication from Supervisor Knier re: Ask Planning, Development and Transportation Committee to review the condition of County MM around Fonferek Park and provide for adequate maintenance, if necessary, to accommodate traffic to the area.

### Fred Monique

3. Advance quarterly update.

### Airport

4. Airport Financials.
5. Director's Report.



**Highway**

- 6. March 2009 Budget to Actual.
- 7. Director's Report.

**Highway/Planning Commission**

- 8. Updates on CTH GV (standing item).

**Planning and Land Services**

**Planning Commission**

- 9. Budget Status Financial Reports for April 30, 2009.
- 10. Resolution re: Brown County to Withdraw from the Jurisdiction of the Bay Lake Regional Planning Commission (to be distributed at the meeting).

**Property Listing**

- 11. Budget Status Financial Reports for April 30, 2009.

**Zoning**

- 12. Budget Status Financial Reports for April 30, 2009.

**Land Information Office** – No agenda items.

**Port and Solid Waste** – No agenda items.

**Register of Deeds** – No agenda items.

**Other**

- 13. Audit of bills.
- 14. Such other matters as authorized by law.

Bernie Erickson, Chair

**Attachments**

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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**PROCEEDINGS OF THE BROWN COUNTY**  
**PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a joint meeting of the **Brown County Planning, Development & Transportation Committee and Solid Waste Board** was held on Monday, March 16, 2009 at the Materials Recycling Center, 2561 South Broadway, Green Bay, WI

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**SOLID WASTE BOARD ROLL CALL:**

Jim Rasmussen, Chair	<u>Exc</u>	Norbert Dantine	<u>X</u>
Mike Strenski, Vice Chair	<u>X</u>	John Katers	<u>Exc</u>
Charles Rhynder, Secretary	<u>X</u>	Hallett "Bud" Harris	<u>X</u>
Dawn Goodman	<u>X</u>	Allison Swanson	<u>Exc</u>
Mike Fleck	<u>X</u>		

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**Present:** Bernie Erickson, Norb Dantine, Mike Fleck, Dan Haefs, Dave Kaster.  
**Also Present:** Chuck Larscheid, Wess Damro, Chad Doverspike - Port & Solid Waste Dept.  
Fred Mohr, Board Attorney; Dale DeNamur – Purchasing Dept.;  
Lynn Vanden Langenberg – Administration; Joe Hollatz – Badgerland Express;  
Other Interested Parties

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1. **CALL MEETING TO ORDER:**

The meeting was called to order by Chairman of the Planning, Development and Transportation Committee, Bernie Erickson, at 3:07 p.m.

2. **APPROVE/MODIFY AGENDA:**

**A motion was made by Supervisor Fleck and seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

3. **INTRODUCTION OF THOSE IN ATTENDANCE.**

4. **APPROVAL OF THE WASTE TRANSFER STATION OPERATION AND WASTE HAULING BID:**

**A motion was made by Supervisor Dantine and seconded by Supervisor Fleck to approve.**

Solid Waste Director, Chuck Larscheid, informed the Solid Waste Board (SWB) members that this was originally the RFP that they passed back in Dec 08. The RFP then went to the Planning, Development & Transportation Committee and as a committee it was decided the RFP should go forward as a bid and not an RFP. The hauling bid was put together by the Purchasing Dept. in which a lot of the information is similar. County Board will approve the results of this bid.

Doverspike stated that the majority of the bid is the same with the exception of dates and the change of placement of items that were on the previous RFP. In Attachment A, items that were felt not noticed last time around were bolded. Mohr stated that one other change that was made that was an issue was the fuel adjustment formula under Attachment B. The change would better reflect the actual cost.

DeNamur stated under article 5 of the bid document, that per conversation with a bond writing company, it was determined that the requirement for a performance payment bond will be changed to a contract bond. If current contractor fails, the bond company would be responsible to hire a temporary contractor. A contract bond will cover any cost differences from what the County was previously paying, up to \$500,000.00, while the County seeks out a new contractor. Doverspike interjected that a Performance Payment Bond would be required to cover the full cost (\$1.5 – 2 million) for year one of the contract.

Board Attorney, Fred Mohr, stated that in essence the bond is pass through costs. What they did was reduce it so the cost to the County would be less. The County is covered at half a million and it leaves the option open to require a bond after year one. It was felt that they could evaluate the winning bidder by that time and an intelligent decision could be made on whether or not they would continue to pay that bond.

Larscheid explained that the reason the landfills were listed on Attachment A was because of the joint Solid Waste Agreement with Brown County, Outagamie and Winnebago County. Currently they are hauling to Winnebago County landfill. They are on a rotation of landfills and in mid 2011, Winnebago County Landfill will close and they will begin hauling to Outagamie County, which is almost half the distance. There is a swap agreement with Veolia Hickory Meadows Landfill. Veolia was hauling waste from the Omro area to their own landfill in Chilton but approached Brown County a couple years ago stating if they hauled it to the Winnebago County landfill, it would save them distance. They wanted to keep their waste internal so if they hauled 100,000 tons to Winnebago, they could get the system to replace the 100,000 tons to the Chilton Landfill that is closer. Brown County receives \$1.50 a ton rebate from Veolia in return.

In regards to number two, item 13 of Attachment A re: hand picking of recyclables, it is a DNR rule that it is not allowed. Larscheid stated that he felt they had to put in the agreement what is in accordance with the state law. DNR would have to amend a license to allow the selected vendor to process so someone picking waste mechanically or by hand is against the Operation and Solid Waste Hauling permit. If someone can give a decent enough proposal, that they can do it a certain way mechanically, the Solid Waste Dept. will submit it to the DNR and the DNR may then approve a permit change to allow it, but they will not allow it to be hand picked.

Haefs referred to the contract where it stated that a contractor shall have five years of experience and he questioned if everyone that was interested, had that experience? He was concerned that new companies will have trouble starting up their business if there are experience limitations or if a company is eliminated all together because of this requirement. Haefs stated there should be some sort of subjectivity here. He suggested having contractors submit their statement of experience. Larscheid responded that they were not aware of anyone that would be disqualified from the original group. Their concern was that a hauler should have to know the rules of road and know how to work with road weight limits, etc. There is comfort knowing there is some experience, and they thought five years included everyone. Larscheid explained that they put five years in the agreement because they commonly see it in hauling, but he believed there

wouldn't be a problem if they decided to lower that number.

**A motion was made by Supervisor Fleck and seconded by Supervisor Kaster to suspend the rules to have interested parties speak. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Joe Hollatz – Badgerland Express, Inc., Green Lake**

Hollatz stated that he would like clarification regarding the five year experience because they are the current hauler and they do not have five years experience, the company was only started a year ago. Larscheid stated that Badgerland was Mr. Hollatz mother's company and she had been in business for over five years and has the required hauling experience. Hollatz questioned whether the owner was to have the experience, or the business.

**A motion was made by Supervisor Dantine and seconded by Supervisor Kaster to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY.**

Mohr suggested amending paragraph five by a motion to provide verbiage stating "entity or principal owner shall have minimum of five years hauling experience."

Kaster felt that if a company was able to get insurance and they qualify for a bond, then he would think that should be enough of a requirement. Mohr agreed and felt that they could take the clause out, stating that someone needs to qualify for a bond and if they don't have efficient experience, then the cost of the bond would be so high that they couldn't possibly win the bid.

**A motion was made by Supervisor Haefs and seconded by Supervisor Kaster to have the Purchasing Department amend the document to read "the entity or principal owner shall have a minimum of three years hauling experience." Vote taken. MOTION CARRIED UNANIMOUSLY.**

**A motion was made by Supervisor Dantine and seconded by Supervisor Kaster to approve the bid as amended. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**A motion was made by Solid Waste Board Secretary, Charles Rhyner and seconded by Solid Waste Board Member, Bud Harris to approve the bid as amended. Vote taken. MOTION CARRIED UNANIMOUSLY.**

5. **APPROVE RESOLUTION RE: OPPOSING WISCONSIN RECYCLING AND SOLID WASTE FEE INCREASES:**

Larscheid referred to the resolution and stated that it had been explained in the resolution where this was coming from and briefly went over it with the committee. He explained that the communities were informed and they had notified them that it was being brought forward to the Solid Waste Board and County Board. If the State follows through with these increases, there will be a request to the Solid Waste Board and County Board that they pass the increases along to the customers because the BC Transfer Station is just breaking even right and can't afford to lose more money. Larscheid stated that the increase of fees would be an extra \$600,000 to \$700,000 cost to the County per year.

Haefs questioned whether this will do any good stating he had been on the County Board for 18 years and he had never seen a State Representative grace the halls of the County Board.

Joint Solid Waste Board & PD&T Committee Meeting  
March 16, 2009

Larscheid responded that he suspected that it would be treated as an emergency type thing. He explained that it would also give justification when going to their communities that they did try to fight this. Larscheid felt that every community he talked to was on board, and he felt if it is a unanimous opposition it will get the attention deserved.

**A MOTION WAS MADE BY SUPERVISOR HAEFS AND SECONDED BY SUPERVISOR FLECK TO APPROVE THE RESOLUTION. Vote taken. MOTION CARRIED UNANIMOUSLY.**

6. REVIEW OF FUEL PAYMENTS TO CURRENT WASTE HAULER AT TRANSFER STATION. (RECOMMENDATION FROM SOLID WASTE BOARD.):

Larscheid explained that the Solid Waste Board had passed a motion to amend the current purchase order to the waste hauler. They had made a motion to approve Attachment B of Project 1352 and take the fuel surcharge as written in the bid, and apply it from December 1, 2008 through the end of the current contract. This will apply the new formula in Contract 1352 to the existing contract from December 1, 2008 to the end of the contract. This will refund difference between what was deducted vs. what should have been deducted under the new contract.

**A motion was made by Supervisor Dantine and seconded by Supervisor Fleck to suspend the rules to have interested parties speak. Vote taken. MOTION CARRIED UNANIMOUSLY.**

Erickson would like for the record that the motion made by the Solid Waste Board had been acceptable from the hauler. Hollatz agreed.

**A motion was made by Supervisor Dantine and seconded by Supervisor Fleck to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**A motion was made by Supervisor Dantine and seconded by Supervisor Fleck to approve the recommendations from the Solid Waste Board. Vote taken. MOTION CARRIED UNANIMOUSLY.**

7. SUCH OTHER MATTERS AS AUTHORIZED BY LAW:

Larscheid thanked the Solid Waste Board and the Planning, Development & Transportation Committee for being able to meet at this time.

Supervisor Dantine questioned why the Waste Transfer Station Hauling and Operation Contract was a bid and why the Recyclables Hauling Contract was a quote. Discussion ensued and it was determined that the Recyclable Hauling Contract will be issued as a bid.

**Motion made by Supervisor Fleck and seconded by Supervisor Kaster to adjourn at 4:00 p.m. MOTION APPROVED UNANIMOUSLY**

**Motion made by Solid Waste Board Secretary, Rhynder and seconded by Solid Waste Board member, Bud Harris to adjourn at 4:01p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,  
Alicia A. Loehlein  
Recording Secretary



**PROCEEDINGS OF THE BROWN COUNTY  
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, April 27, 2009 in Room 161 - UW-Extension, 1150 Bellevue Street, Green Bay, WI

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**Present:** Norb Dantine, Bernie Erickson, Mike Fleck, Dan Haefs, Dave Kaster  
**Also Present:** Brian Lamers, Bill Bosiacki, Peter Schlein, Dale DeNamur  
Chuck Larscheid, Debbie Klarkowski,  
Tom Hinz, Jayme Sellen, Supervisors Steve Fewell/Jack Krueger  
Other Interested Parties

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**I. Call Meeting to Order:**

Meeting called to order by Chairman Bernie Erickson at 6:22 p.m.

**II. Approve/Modify Agenda:**

#s 2 & 3, communications from Supervisor Fewell were held for his arrival, however, are shown in proper format here.

**Motion made by Supervisor Fleck and seconded by Supervisor Dantine to approve the agenda as modified. MOTION APPROVED UNANIMOUSLY**

**III. Approve/Modify Minutes of March 23, 2009:**

**Motion made by Supervisor Dantine and seconded by Supervisor Kaster to approve. MOTION APPROVED UNANIMOUSLY**

**iv. Set Date and Time for May Meeting (Currently falls on Memorial Day:**

Because of Memorial Day, the May meeting will be held on the 26<sup>th</sup> following Land Conservation which is scheduled for 7 p.m. Summer hours (7 p.m. start time for LLC, PDT to follow) will be continued through September.

**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to set the May meeting for Tuesday, May 26<sup>th</sup> following the LLC meeting which will be scheduled for 7 p.m. Summer hours will continue through September. MOTION APPROVED UNANIMOUSLY**

*(Supervisor Kaster arrived 6:04 p.m.)*

**1. Review Minutes of:**

- a. Harbor Commission (2/0909):
- b. Planning Commission Board of Directors (3/4/09):

**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY**

Supervisor Kaster pointed out that minutes of the Harbor Commission, Planning Commission Board of Directors and sometimes others, are not always signed by a recording secretary. He indicated he would like to know this information and Chairman Erickson stated he would follow up.

**Communications:**

2. **Communication from Supervisor Fewell re: Review procedures and policies related to the County's acquiring of land to complete County road projects. (Referred from April County Board):**

Mr. Lamers distributed "The Rights of Landowners" under Wisconsin Eminent Domain Law as requested through this communication by Supervisor Fewell. He explained the process that is used to purchase land for County road projects.

Supervisor Fewell indicated he was contacted by a land owner who was given a verbal offer to purchase his property, however the department refused to put it in writing. Chairman Erickson stated he also spoke with the landowner and received the same story. Mr. Lamers agreed to discuss with Cleo Klubertanz, who deals with purchasing and permitting issues and report back in May.

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**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to report back at the May meeting. MOTION APPROVED UNANIMOUSLY**

3. **Communication from Supervisor Fewell re: Address the traffic congestion on County GV south of Hwy 172 and the need to upgrade that section of GV as the road has significantly deteriorated and is in need of repair. (Referred from April County Board):**

At the request of Supervisor Fewell to address this issue, Mr. Lamers indicated that the department will continue to monitor potholes and shoulders on GV, however, are waiting for a determination to see if the proposed new roadway will be three or four lane.

**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Highway:**

4. **March 2009 Budget to Actual:**

Mr. Lamers reported that the budget is in line for this time of year.

**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY**

5. **Director's Report:**

No additional report by Mr. Lamers at this time.

Chairman Erickson asked how chips are used that result from use by the Highway chipper, pointing out they are being purchased for the new dog park. Lamers agreed to check this out and follow-up.

Human Resources Director, Debbie Klarkowski, reported that the Highway Department and Human Resources will be working on a training plan which will promote an individual from staff to the Assistant Superintendent role. Lamers pointed out there are several possible retirements coming up in the next few years. An update will be given at the May meeting.

**Motion made by Supervisor Dantine and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Highway Planning Commission:**

**6. Updates on CTH GV (standing item):**

Drawings of the proposed route were distributed and explained by Brian Lamers. A decision has not yet been made if the road will be three or four lane.

Supervisor Kaster asked how recommendations from the DOT are handled by the County, stating he understood they have advised against a trail along this roadway because it is not "practical". Lamers indicated that such a decision is usually up to the municipality

**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Planning & Land Services:**

**Planning Commission:**

**7. Budget Status Financial Reports for February 2009 and March 2009:**

**Motion made by Supervisor Fleck and seconded by Supervisor Dantine to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**8. "When do I need an Environmental Permit in Brown County?" Workshop:**

A workshop is scheduled for Thursday, May 14<sup>th</sup>, 2009 from 6 to 8:30 p.m. at the Brown County Central Library. Peter Schleinz, Brown County Senior Planner, explained that County Executive Tom Hinz will be a speaker, along with representatives of the DNR, US Army Corps of Engineers, Bill Bosiacki & Matt Heyroth of the Brown County Zoning Department, along with himself, Jon Motquin, and Chuck Lamine of Brown County Planning. The purpose of the workshop is to foster a cooperative environmental ethic related to protecting our natural resources and to create a more efficient and predictable development process in Brown County.

**Motion made by Supervisor Dantine and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**9. Summary of Annual Report submitted to WDNR related to Brown County Municipal Storm Sewer System (MS-4 Permit):**

Peter Schleinz referred to the 2008 Annual Report Executive Summary, explaining that in 2006 Brown County was required to submit a Municipal Separate Storm Water System (MS-4) permit to the Wisconsin DNR. This permit relates to developed areas within urbanized areas of Brown County as

designated by the 2000 Census. Primary areas affected by the permit are county highways. (Report available in County Clerk & County Board office).

Schleinz stated that the primary goal of the MS-4 permit is to achieve 20% removal of total suspended solids by the year 2008 and removal of 40% by the year 2012.

**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Property Listing:**

10. **Budget Status Financial Report for February 2009 and March 2009:0**

**Motion made by Supervisor Fleck and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Zoning:**

11. **Budget Status Financial Reports for February 2009 and March 2009:**

**Motion made by Supervisor Fleck and seconded by Supervisor Dantine to receive and place on file. MOTION APPROVED UNANIMOUSLY**

12. **Request from Dale Wall to waive the After-the-Fact Fee for Shoreland Permit:**

A communication from Dale Wall, 1956 Sinclair Drive, DePere, Wisconsin was addressed. Mr. Wall contests the permit fee which doubled from \$400 to \$800 stating that he did not purposely neglect to submit the fee, rather than the Town of Lawrence and its inspector did not inform him of the requirement. He states that he did not consider a small drainage ditch adjoining his property to be shoreland.

Zoning Department Director, Bill Bosiacki referred to the chronology of events included in packet material, explaining that in August of 2008 seven property owners were informed they were in violation because they did not obtain a shoreland permit.

Supervisor Haefs pointed out it is important to treat all property owners in a consistent way. Several have already paid the permit fee, therefore, he recommended that the request to waive be denied. Supervisor Fleck suggested that Mr. Bosiacki make a presentation at area Town meetings so that residents are aware of permit requirements. Bosiacki explained that efforts are being made, that a seminar is planned, and a "red card" system being put in place.

**Motion made by Supervisor Haefs and seconded by Supervisor Dantine to deny the request of Dale Wall for waiver of fee.**

Supervisor Haefs asked that Mr. Wall be notified of his rights, that this is a recommendation to the County Board, that he has the right to talk to his County Supervisor (Patty Hoeft), who could then talk on his behalf to the County Board, and that staff be present at the meeting. **MOTION APPROVED UNANIMOUSLY**

**13. Update regarding Private Onsite Wastewater Treatment System Mandatory Inventory and Maintenance:**

Bill Bosiacki distributed statistics (attached) and explained that as of today there are 6,268 Private Onsite Wastewater Treatment Systems (POWTS) on the State's mandatory maintenance program. See handout for numbers related to the number of systems entered as of 1/1/09; those from 1/1/09 to 4/27/09, as of 4/27/09, number of systems that must be entered yet to complete the mandatory inventory, and the total number of POWTS in Brown County once the mandatory inventory is complete (10,975).

**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Port & Solid Waste:**

**14. Request for approval re: NOAA Habitat Restoration Grant:**

Delete this item – same as # 18 on the agenda.

**15. Project #1352 Transfer Station Operation and Solid Waste Hauling Bid Award:**

Dale DeNamur of the County Purchasing Department, and Chuck Larscheid of Port & Solid Waste, were present and distributed bid results for Transfer Station Operation and Solid Waste Hauling (attached). The low bid of Rick Tritt was discussed. A financial review was completed by Department of Administration Director, Lynn VandenLangenberg, who indicated that, "the financial ratios are below what would be desirable in all aspects . . . and recommends that the performance bond be renewed after year one if the financial health of this company does not improve".

Supervisor Haefs asked for a recommendation from staff. DeNamur stated he is aware that two financial institutions have given loan approval to Tritt, he has letters of credit and is qualified, therefore, both DeNamur and Larscheid recommended approval of the bid award.

**Motion made by Supervisor Haefs and seconded by Supervisor Fleck to award the contract for solid waste hauling to the low bidder, Rick Tritt. MOTION APPROVED UNANIMOUSLY**

**16. Economic Impact Report for the 2008 Port of Green Bay Shipping Season:**

Mr. Larscheid referred to the Economic Report in packet material, pointing out that in 2008, port activity produced an estimated \$75,472,600 in economic output, and estimates that there were 621 jobs directly and indirectly associated with port activities. Port activities produced an estimated \$23,192,200 in income. Although declining from decade high peaks in 2006, the economic impact of the Port of Green Bay continues to trend upward and is significantly greater than estimated in 2000.

**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY**

17. **Wisconsin Ballast Water Rules Public Comments:**

Comments on WDNR Draft Ballast Water Discharge Permitting were reviewed. More than 700 direct and indirect jobs are created by Green Bay's maritime industry resulting in an economic impact of more than \$76 million annually, and contributes to over \$5 million in state and local taxes. Brown County is apprehensive about any regulations intended in protecting the Great Lakes as they may actually have an adverse affect on the Port and waterborne shipping.

The WI DNR has released a permit with language to prevent the introduction and spread of aquatic invasive species carried in the ballast tanks of ocean going vessels visiting Wisconsin waters and ports. Dean Haen, Port Manager, believes the early implementation date along with more stringent regulations as outlined in the permit will create a patchwork of inconsistent ballast water regulations within the Great Lakes.

Brown County, along with vessel operators, Wisconsin port communities, maritime businesses, labor unions, and allied industries, is requesting the Wisconsin DNR adopt permitting regulations consistent with standards mandated by IMO and those imposed by other states.

**Motion made by Supervisor Dantinne and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY**

18. **Grant Application Review (#09-24) re: Cat Island Restoration Project:**

Chuck Larscheid distributed diagrams of the Cat Island Restoration Project (attached), explaining that this grant will provide for construction of a rock spine structure that will act as a wave barrier and provide the foundation for restoring the Cat Island chain. The grant is for \$19,103,971 over an 18 month period. Brown County has received the lakebed for the project from the Wisconsin legislature. Although it is expected the rock spine will remain structurally sound, Brown County will be responsible for maintenance of the facility.

**Motion made by Supervisor Haefs and seconded by Supervisor Fleck to approve grant application. MOTION APPROVED UNANIMOUSLY**

19. **Budget Status Financial Report for December 2008:**

**Motion made by Supervisor Fleck and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY**

20. **Budget Status Financial Reports for February 2009 and March 2009:**

**Motion made by Supervisor Fleck and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY**

21. **Director's Report:**

Mr. Larscheid highlighted the following activities during the last reporting period:

- Financial information was distributed in regard to Badgerland Express for the period December through March totaling \$179,378.05, or \$4.88 per ton (attached).

- A Gas to Energy Grand Opening was held on Friday, April 24<sup>th</sup>. A handout, "Look Who's Energizing the Community" was distributed. Larscheid explained that the US Environmental Protection Agency has congratulated the Brown County Port & Solid Waste Department, along with others for their efforts to improve the community and the environment by utilizing landfill gas to create energy (see attachment for details).
- 2008 Port Annual Report was submitted to the DNR.
- \$4.9 billion, under the American Recovery and Reinvestment Act (stimulus package), has been given to the US Corps of Engineers. The Port of Green Bay has asked the Corp to consider two major projects, one being backlog dredging of the federal navigation channel; and the second for a Renard Isle causeway.
- Legislation being presented to ban oil filters and absorbents in landfills could force a change in the salvage industry.
- An Electronics Bill presented in 2007 has been resurrected requiring that all electronics be landfilled or incinerated. This would require retailers and manufactures to offer buy-back programs that are sold (TV's, computers, monitors, cell phones, DVD's, etc.)
- An attempt to sell recyclable equipment may be scrapped as there have been no offers to purchase.
- A bid put out by Purchasing for hauling from the recycling facility has been awarded to Badgerland.
- Drug collection occurs two times a year, however, the Sheriff's Department offers collection every Tuesday.

**Motion made by Supervisor Dantine and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**AIRPORT:**

**22. Budget Status Financial Report for March 31, 2009:**

**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**23. Director's Report:**

Item deleted. Airport Director, Tom Miller, requested to be excused.

**UW Extension**

**24. Accept \$2,000 Donation from Farm Technology Days Executive for use by UW-Extension staff for funding of Professional Development Opportunities:**

**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**25. Grant Application Review (#09-20) re: \$5,000 Grant: SET Project Resources and Volunteer Training to Reach New Audiences:**

This grant would allow for \$5000 to expand programming efforts to reach underserved youth in the City of Green Bay by developing new clubs and/or educational events that focus on science, engineering, and technology projects and activities.

**Motion made by Supervisor Kaster and seconded by Supervisor Dantine to approve. MOTION APPROVED UNANIMOUSLY**

**26. Grant Application Review re: \$2,000 Grant Nutrient Management Student Intern:**

This grant for \$2,000 would be used to hire an Ag Student to assist with nutrient management projects and education.

**Motion made by Supervisor Dantine and seconded by Supervisor Fleck to approve. MOTION APPROVED UNANIMOUSLY**

**27. Financial Report for March 2009:**  
Financial report through March distributed and is attached.

**Motion made by Supervisor Fleck and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**28. Director's Report:**

Judy Knudsen distributed the following materials:

- UW-Extension Programming Efforts
- UW-Extension 2008 Highlights
- UW-Extension 2008 Annual Report

Activities were highlighted as follows:

- \$61,000 in proceeds from Farm Technology Days will be distributed to UW-Extension, in addition to the museum, and other entities.
- A plan to deal with Emerald Ash Bore is in process.
- Programs with families relating to financial management, gardening, food preservation, etc. are in process.
- There have been many horticulture questions/calls related to lawns, etc.

Ms. Knudsen invited the committee for a tour of the Hoop House prior to the May meeting, following the Land Conservation meeting.

**Motion made by Supervisor Dantine and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Land Information Office**- No agenda items

**Register of Deeds** – Budget Status Financial Reports for February 2009 and March 2009.  
No other agenda items.

**Motion made by Supervisor Fleck and seconded by Supervisor Haefs to receive and place on file Budget Report for Register of Deeds. MOTION APPROVED UNANIMOUSLY**

**Other:**

**29. Audit of Bills:**

**Motion made by Supervisor Fleck and seconded by Supervisor Kaster to approve payment of bills. MOTION APPROVED UNANIMOUSLY**



**30. Such Other Matters as Authorized by Law:**

**May Meeting:**

A request was made to put UW-Extension first on the May agenda. Judy Knudsen invited members of the committee to see the "hoop house" before the meeting.

**Motion made by Supervisor Dantinne and seconded by Supervisor Kaster to adjourn at 9:10 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel  
Recording Secretary

**PORT AND SOLID WASTE DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

**Approved:**

5/11/2009

**CHARLES J. LARSCHIED**

**PORT AND SOLID WASTE DIRECTOR**

**PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION**

A meeting was held on Monday, **April 13, 2009**, 11:30AM  
at Holiday Inn – City Centre, Green Bay, WI.

The meeting was officially called to order by President McKloskey at 11:40AM.

1) Roll Call:

Present: President Neil McKloskey  
Vice-President Tom Van Drasek  
Commissioner Bill Martens  
Commissioner Hank Wallace  
Commissioner Craig Dickman  
Commissioner Bernie Erickson

Excused: Commissioner John Gower  
Commissioner John Hanitz  
Commissioner Ron Antonneau

Also Present: Charles Larscheid, Brown County Port & Solid Waste  
Dean Haen, Brown County Port & Solid Waste  
Jim Van Laanen, Bay-Lake Regional Planning Comm. (left at 12:12pm)

2) Approval/Modification – Meeting Agenda

**A motion to approve the meeting agenda as amended (move section #10 to #12-1/2; note corrected handout for #5) was made by Craig Dickman and seconded by Bernie Erickson. Unanimously approved.**

3) Approval/Modification – February 9, 2009 Meeting Minutes

**A motion to approve the February 9, 2009 meeting minutes was made by Bill Martens and seconded by Tom Van Drasek. Unanimously approved.**

4) Economic Impact Study – Jim Van Laanen Bay-Lake Regional Planning Comm.

Mr. Van Laanen distributed a handout of the Economic Impact Study and touched on the highlights of the Study. It was noted that although the Study is regional the numbers and/or information Mr. Van Laanen is able to enter is limited. Van Laanen noted that MARAD was last updated 10 years ago. Van Laanen indicated he would look into whether the Study could be broken down by impacted congressional districts as requested by the Commission. Van Laanen stated that could be done using the Port Investment component although he had never used that portion of the modal but would follow-up on this request.

Commissioner Dickman stated he feels it is important to continue to build the case for investment and focus on the Port's needs. McKloskey reminded the Commission of the Study done on containers. Asked by Commissioner Erickson if the Tall Ships Festival could be a factor in this, Manager Haen indicated no, although state that another Festival is being planned for 2010. Commissioner Erickson asked if stevedores are still working at the docks. Manager Haen stated there are stevedores although they do not get much work as the era of unionized labor in the Port of Green Bay is currently gone. The Study is distributed to the County Board, media, sent to neighboring districts including Chamber of Commerce, Planning Departments, the County Executive and Board Chair.

The Commission requested the additional handout and the press release be sent out to neighboring districts. Van Laanen stated this information is released to Sheboygan, Kewaunee, Manitowoc, Door County, Brown, Oconto, Marinette and Florence Counties. Van Laanen also stated he would be sure the information was distributed through the Valley Development Corporation. The Commission requested Manager Haen put together a list of those who could be sent the media release, the handout, a port brochure, and a cover letter describing the benefits of the Port of Green Bay.

Van Laanen indicated he is working on the mobile ship study which will show the impacts of shipping by waterborne transport. These numbers from the EPA will be available in 6 weeks in draft form with a full report in June. Discussion ensued on coastal air quality regulations as they apply to the Great Lakes as EPA rules came out 3 weeks ago changing the requirements for emissions from waterborne vessels along coastal boundaries.

**A motion was made by Bernie Erickson and seconded by Craig Dickman to receive and place on file. Unanimously approved.**

5) BayPort Annual Report

Manager Haen reviewed the BayPort Annual Report. This is the final winter submission to the government agency which the Port has to make. The report outlines the operations at Bayport in terms of the material brought in, what is done with it, environmental monitoring, outfalls for pcb, etc. Haen indicates the Annual Report alludes to the expansion of BayPort in terms of the capacity as cell 7 has reached capacity.

Approximately 5 years ago, the Harbor Commission pursued vertical expansion for cell 7. At this time cell 7 has reached final grade and everything has proven to be stable. By September a summarization of the last 5 years' activities will be submitted to the WDNR along with a request for expansion approval of the whole facility. If approved, this which would take the capacity at BayPort from 2.5M cy to upwards of 7M cy adding an additional 25 years onto the BayPort site.

It is important to have near water capacity, continue work on benefits reuse projects, pursue the possibility of the WDOT using sediments on highway projects; and to purchase adjacent property.

Haen noted that per the new agreement with the USACE, the updated fees were used in January for the 2008 billing. The additional fees shown in the updated Harbor Fee were also implemented. All harbor fees for 2008 have been paid with the exception of LaFarge, although Haen expects payment from them soon.

6) NOAA Grants – Request for Approval

Manager Haen indicated on March 13, 2009 he was made aware of this grant opportunity which had a due date of April 6, 2009. NOAA (National Oceanic Atmospheric Administration) was given \$170M from the federal government for habitat restoration. The Cat Island chain is ideally suited for this grant. Haen indicated that along with outside help, approximately 180 to 240 hours were used preparing this grant.

The cost estimated by the USACE to rebuild the spine (hardened wave barrier) for the Cat Islands was \$34M. However, Brown County submitted this grant request for \$19M based on the quote received from Lunda Construction. The \$34M cost estimate includes administration costs for the USACE.

The NOAA grant was discussed at the recent Port Symposium. Due to time constraints, the grant application has been submitted prior to board approval. Should approval not be obtained from the necessary boards/committees, the money, if awarded, could be declined. The grant will be awarded in May 2009. The Commission requested a letter of commendation.

Brown County will be responsible for building the wave barrier to the USACE specifications. Haen noted this is a 100% grant - no cost share, whereas the USACE \$34M had a 35% cost share - \$12M for Brown County

This project is shovel-ready and Haen is optimistic. Haen noted this is a prelude to the Harbor Assistance Grant submitted in August. Follow-up was requested at the next meeting.

**A motion to approve the NOAA grant application was made by Hank Wallace and seconded by Bernie Erickson. Unanimously approved.**

7) Wisconsin Ballast Water Rules

Manager Haen reiterated the Port is supportive of ballast water rules but on a national level. Since no decision has been made by Congress, regulations are being implemented individually by each state. Included in the agenda packet is a letter with Haen's comments in response to Wisconsin draft comments on their rules. The letter was approved by the County Executive. Haen noted that the international standards, as well as five other Great Lakes states have regulations 100 times to 1000 times lower than those required by Wisconsin. Haen does not believe Wisconsin has any scientific basis for the numbers they arrived at. The

WDNR also included an implementation schedule that is unattainable. In addition Wisconsin regulation states ballast water should be regulated for saltwater.

Haen has met with legislators who understand our issues. Future updates will be provided to the Commission.

8) Economic Stimulus – Update

A letter sent to Governor Doyle & federal legislators from Neil McKloskey and Bernie Erickson was included in the agenda packet. The letter documents the economic stimulus bill and the American Recovery & Reinvestment Act. Three requests were submitted which Haen felt the Port would be eligible for – backlog dredging, Renard Island permanent access and the Cat Island chain. To date, none of the economic stimulus money has been released.

9) Federal Legislative Meetings – Update

Manager Haen and Director Larscheid met with Senator Kohl and Congressman Kagen and Senator Feingold's office in Washington D.C. recently. Three requests were discussed which the Port would be eligible for – backlog dredging, Renard Island permanent access and the Cat Island chain. Since no federal budget was passed last year, along with the economic stimulus money, this year talks proved to be more complicated. Haen indicated the meetings went well. Renard Island was pulled since this project is not far enough along for consideration. A letter of support was received from Senator Feingold's office.

11) Audit of Bills – Request for Approval

**A motion to approve the bills was made by Bernie Erickson and seconded by Bill Martens.** Unanimously approved.

12) Director's Report

2010 Budget

Per County Administration, capital projects have to be submitted by the end of July 2009.

Fox River Cleanup

The County has been trying to find all the insurance carriers it has had over the last several decades that were involved with maintaining the harbor. They have not been successful in finding all of them. Wausau Insurance, however, is considering reimbursement for some of our litigation costs for Fox River Cleanup. Brown County, Green Bay and USACE have common interests in answering a complaint filed by two of the papermills related to dredging activities. Staff is working with attorneys and administration staff regarding this complaint.

Port Symposium

Haen thanked those who attended and stated he felt the event went well.

10) Closed Session

19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business. . . . pertaining to Fox River Clean-up litigation.

■ *Return to Open Session -*

**A motion to suspend the rules and go into closed session was made by Craig Dickman and seconded by Bernie Erickson.** Unanimously approved.

Present: President Neil McKloskey  
Vice-President Tom Van Drasek  
Commissioner Hank Wallace  
Commissioner Craig Dickman  
Commissioner Bernie Erickson

Excused: Commissioner Bill Martens (for conflict of interest)  
Commissioner John Gower  
Commissioner John Hanitz  
Commissioner Ron Antonneau

**A motion to return to regular session was made by Hank Wallace and seconded by Tom Van Drasek.** Unanimously approved.

Present: President Neil McKloskey  
Vice-President Tom Van Drasek  
Commissioner Hank Wallace  
Commissioner Craig Dickman  
Commissioner Bernie Erickson

Excused: Commissioner Bill Martens  
Commissioner John Gower  
Commissioner John Hanitz  
Commissioner Ron Antonneau

13) Such Other Matters as are Authorized by Law

14) Adjourn

**A motion to adjourn was made by Craig Dickman and seconded by Tom Van Drasek.** Unanimously approved. Meeting adjourned at 1:15pm.

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Neil McKloskey, President  
Harbor Commission

Charles Larscheid, Director  
Port & Solid Waste Department

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Monday, March 16, 2009**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Daniel Bertrand	<u>Exc</u>	Pat Kolarik	<u>x</u>
Paul Blindauer	<u>x</u>	Andy Lundt	<u>Abs</u>
James Botz	<u>x</u>	Gerald Nichols	<u>Exc</u>
Keith Chambers	<u>Exc</u>	Ken Pabich*	<u>x</u>
William Clancy	<u>x</u>	Mike Soletski	<u>x</u>
Norbert Dantine, Jr.	<u>x</u>	Alan Swatloski	<u>x</u>
Ron DeGrand	<u>x</u>	Ray Tauscher	<u>Exc</u>
Bernie Erickson	<u>x</u>	Jerry Vandersteen	<u>Exc</u>
Mike Fleck	<u>Exc</u>	Tim VandeWettering	<u>x</u>
Steve Grenier	<u>x</u>	Dave Wiese	<u>Exc</u>
Phil Hilgenberg	<u>Exc</u>	Vacant (C. Green Bay)	
John Klasen	<u>x</u>	Vacant (C. Green Bay)	

\* Lee Schley as alternate for Ken Pabich

**OTHERS PRESENT:** Lisa J. Conard, Dave Kaster (Bellevue), Chuck Lamine, Cole Runge, and Steve Vanden Avond (Allouez).

1. Approval of the minutes of the March 4, 2009, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by R. DeGrand, seconded by M. Soletski, to approve the minutes as presented. Motion carried unanimously.

2. **Public Hearing:** Notice of request for comments and notice of public hearing on Amendment #3 to the 2009-2013 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard opened the public hearing for Amendment #3 to the 2009-2013 Transportation Improvement Program for the Green Bay Urbanized Area.

L. Conard stated that this amendment is considered a major amendment and, therefore, federal guidelines require that a public hearing be held.

The amendment includes proposed funding for 23 roadway improvement projects located in Green Bay, De Pere, and Howard at the cost of \$9,427,000.

L. Conard noted that with an approved amendment, the projects become eligible for the American Recovery and Reinvestment Act of 2009.

L. Conard asked three times if anyone wished to speak. Hearing none, the public hearing was closed.

L. Conard informed the commission that the requirement for a public hearing has been fulfilled.

3. Discussion and action on Amendment #3 to the 2009-2013 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

A motion was made by B. Erickson, seconded by R. DeGrand, to approve Amendment #3 to the 2009-2013 Transportation Improvement Program for the Green Bay Urbanized Area. Motion carried unanimously.

4. Director's report.

C. Lamine expressed his appreciation to the commissioners attending the special meeting.

C. Lamine stated the MPO staff has been working with WisDOT and area communities in an effort to get stimulus requests moving forward.

5. Other matters.

None.

6. Adjourn.

A motion was made by W. Clancy, seconded by B. Erickson, to adjourn. Motion carried unanimously. The meeting adjourned at 6:33 p.m.



**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, May 6, 2009**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Daniel Bertrand	<u>X</u>	John Klasen	<u>X</u>
Paul Blindauer	<u>X</u>	Pat Kolarik	<u>X</u>
James Botz	<u>X</u>	Andy Lundt	<u>Exc</u>
Keith Chambers	<u>X</u>	Patrick Moynihan, Jr.	<u>X</u>
William Clancy	<u>X</u>	Ken Pabich	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Mike Soletski	<u>X</u>
Ron DeGrand	<u>X</u>	Alan Swatloski	<u>Abs</u>
Bernie Erickson	<u>X</u>	Jerry Vandersteen	<u>X</u>
Mike Fleck	<u>X</u>	Tim VandeWettering	<u>X</u>
Steve Grenier	<u>X</u>	Dave Wiese	<u>X</u>
Mark Handeland	<u>X</u>	Vacant (C. Green Bay)	
Phil Hilgenberg	<u>X</u>	Vacant (C. Green Bay)	

**OTHERS PRESENT:** Chuck Lamine, Peter Schleinz, Lisa Conard, Lori Williams, Krista Heath (Mau & Associates), Graham Callis (Village of Suamico), Mark Walter, and Dave Kaster.

1. Approval of the minutes of the March 16, 2009, meeting of the Brown County Planning Commission Board of Directors.

A motion was made by K. Chambers, seconded by J. Vandersteen, to approve the minutes as presented. Motion carried unanimously.

2. Introduction of new members to the Brown County Planning Commission Board of Directors: Mark Handeland appointed by the Towns of Ledgeview and Pittsfield; and Patrick Moynihan, Jr. appointed by the Village of Ashwaubenon.

N. Dantine welcomed the two new members to the Brown County Planning Commission Board of Directors.

3. **Public Hearing:** Environmentally sensitive area (ESA) amendment located in the Village of Suamico proposing the removal of 0.5 acres of ESA buffer, restoration and the addition of 0.2 acres of ESA buffer, and the enhancement of 0.2 acres of ESA buffer with a storm water management pond. (ESA 2009-01 SUA)

P. Schleinz displayed a PowerPoint slide of the subject properties located on Moose Creek Trail and Moose Creek Court. He stated there are certain areas of the ESA buffer near the rear property lines of the lots that are proposed to be removed and replaced on Outlot 2. He asked three times if anyone wished to speak. Hearing none, the public hearing was closed.

4. Public comment opportunity for Minor Amendment #4 to the 2009-2013 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard stated that the Amendment before the Commission is considered a minor amendment, and therefore, federal guidelines require that an opportunity for public comment be given. The amendment includes proposed funding for two projects:

1. The restoration of the Boat Keeper's Residence located on Government Island in the City of De Pere at the cost of \$115,100.
2. The Riverside Drive Streetscaping project in the Village of Suamico at the cost of approximately \$463,000.

L. Conard noted that with an approved amendment, the projects become eligible for funding under the *American Recovery and Reinvestment Act of 2009*.

L. Conard asked three times if anyone wanted to make a comment. Hearing none, the public comment opportunity was concluded. She informed the commission that the requirement for a public comment had been fulfilled.

5. Environmentally sensitive area amendment located in the Village of Suamico proposing the removal of 0.5 acres of ESA buffer, restoration and the addition of 0.2 acres of ESA buffer, and the enhancement of 0.2 acres of ESA buffer with a storm water management pond. (ESA 2009-01 SUA)

P. Schleinz stated he has been working on this project over the last three years in cooperation with the six property owners, Wisconsin Department of Natural Resources (WDNR), Village of Suamico, the developer, and Mau & Associates. When the subdivision was originally created, there was a drainage basin that provided storm water management. The property owners did not realize there was an ESA or a storm water management easement located on their lots and the easement was damaged beyond repair. Staff from the Brown County Planning Commission, WDNR, and the Village of Suamico looked at the site and determined the easement could not be repaired to achieve the storm water management standards requirement of 80% total suspended solids (TSS) removal.

P. Schleinz said the original ESA delineation that was identified for the wooded wetland on Outlot 2, which is owned by the Village of Suamico, was incorrect and identified ESA areas that actually were not. When the delineation was redone, the line was moved off the property and was shortened up.

P. Schleinz stated there are developments on the properties that would be very difficult to remove and removal would not solve the storm water problem. An area was identified on Outlot 2 that allowed for the development of a storm water management pond that would achieve 80% TSS removal. Water would be directed from the rear of the private properties to the storm water management pond before it goes into the wetland. This proposal identifies that the ESA could potentially be completely removed from the private properties in exchange for the creation of the storm water management pond on Outlot 2. The storm water management pond would be enhanced from its original 40% TSS removal to 80% TSS removal, obtaining cleaner water than it was originally required to be designed for.

P. Schleinz stated staff recommends approval of this amendment with the conditions listed in the staff report.

P. Blindauer asked if there was any significant opposition to this project.

P. Schleinz replied that the Village of Suamico worked directly with the property owners to get them to agree to help pay for the storm water management and any adjustments that are needed for the drainage easement on their property. Of the six property owners that

are affected, five have signed an agreement to pay their share and the sixth one has not yet signed but has verbally stated they agree to this project.

P. Blindauer asked what can be done differently to identify ESAs so that encroachments do not occur in the first place.

P. Schleinz stated that an agreement can be made with the developers telling them they must convey this information to the property owners. He said the Village of Suamico is now taking a proactive approach and will not allow storm water management ponds on private property unless there is no other solution.

C. Lamine said the Brown County Planning and Land Services Department is holding a workshop later this month for building inspectors and zoning administrators to discuss this issue. With this effort we are hoping that at the time a building permit is issued, they can convey any other permit requirement information to the property owner.

N. Dantine stated that even though ESAs are listed on the plat, this information is not relayed to the buyers of the lots and we need to find a way to get this information to them.

C. Lamine replied that a lot of education needs to occur. Another possibility is to post signs adjacent to the areas that must be protected, especially near higher quality wetlands or on lots that have limited building areas.

D. Wiese said the Village of Howard has been posting signs in the ESA and conservancy areas for the last two years. It is a requirement for a subdivision and is included as a part of the developer's agreement.

A motion was made by M. Soletski, seconded by R. DeGrand, to approve the amendment with staff recommendations. Motion carried unanimously.

6. Approval of Minor Amendment #4 to the 2009-2013 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

A motion was made by M. Fleck, seconded by B. Erickson, to approve Minor Amendment #4 to the 2009-2013 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried unanimously.

7. Discussion and recommendation to the Brown County Board of Supervisors regarding 2010 Brown County funding for the Bay-Lake Regional Planning Commission.

C. Lamine stated Brown County pays annual dues for Bay-Lake Regional Planning Commission (BLRPC) membership. Each county within the region contributes to BLRPC's budget. The formula to determine the dues, which was created by the State of Wisconsin, is based on the total assessed valuation of improvements and land values within the county. Brown County pays a larger fee than other counties in the region due to our population and the amount of developed property. In 2009, Brown County paid \$84,938 for the membership. This amount is a major portion of the Planning budget and represents 19% of the Planning budget levy or 9% of the Planning budget expenditures.

C. Lamine said the 2010 budget is going to be very challenging. There are changes in the state budget that are going to have major impacts on the county budget as a whole. Over the past year, a Senior Planner position was eliminated from the Planning budget and a GIS Technician was eliminated from the Land Conservation budget. The Land Conservation's eliminated position has no budgetary impact on the Planning budget but the responsibilities of the position were transferred to the two GIS positions in Planning.

Also, due to a downturn in permit activity and a reduction in grant revenue, a Sanitary Inspector position in Zoning has been left vacant for over two years to reduce our budgetary impact. Additionally, the transportation planning grant that we receive from the Wisconsin Department of Transportation will be reduced in 2010 by \$20,000.

C. Lamine stated he attended a BLRPC committee meeting and informed them of Brown County's intentions for 2010 but he did strongly encourage other counties to continue their membership to BLRPC. He said the benefits of BLRPC are greatest for smaller counties with a limited number of planning staff. Brown County has helped to subsidize BLRPC over the years because regional planning is very important but we simply can no longer afford it. Action must be taken prior to July 1 to withdraw from BLRPC and requires a two-thirds majority vote of the County Board. This item will be discussed at the Planning, Development and Transportation Committee in May and will be brought to the June County Board meeting for action. He stated it is staff's recommendation to withdraw from the BLRPC for 2010.

D. Bertrand asked if giving up this funding will help to not lose any more positions.

C. Lamine replied he is extremely hopeful for that because he simply cannot lose any more positions, especially when the development activity increases.

A motion was made by B. Erickson, seconded by M. Fleck, to open the floor to allow the public to speak. Motion carried unanimously.

Mark Walter, 1350 Servais Street, said he is the Executive Director of BLRPC. He stated BLRPC covers an eight county region and due to the high equalized value in Brown County, it pays the largest part of the BLRPC levy. BLRPC is 19% levy funded and the other 80% is grant funded through various programs and projects. He said in the short-term there will be a monetary advantage to not fund BLRPC. However, in the long-term it may have an impact on projects that have a regional scope such as the long-range water supply plan that the Central Brown County Water Authority must put together by 2025. He stated that southern Oconto County and western Kewaunee County are part of the transportation planning area and part of the sewer service area that the Green Bay Metropolitan Sewerage District serves. The census now considers Oconto, Kewaunee, and Brown one census metropolitan statistical area. These are some examples of regional projects that are becoming a greater concern in this area. BLRPC's bylaws state that their ability to work within a county is limited to working with communities that are members. He said there are many planning issues that BLRPC is currently involved in that may end up costing the county more in the long run if BLRPC is not funded. He stated in some counties the BLRPC levy is taken out of a separate funding budget and does not come out of a departmental budget, which may be an option that Brown County could pursue. He urged the Board to find a way to work through this rather than to withdraw from BLRPC membership.

P. Blindauer asked if the county could retain BLRPC services on a fee basis in the future.

M. Walter replied that would not be possible, the county must be a member.

C. Lamine relayed that if Brown County withdraws from BLRPC, individual communities within Brown County can still choose to contribute to BLRPC membership.

P. Blindauer asked how the City of Green Bay feels about withdrawing from BLRPC.

C. Lamine replied that he had not talked to Green Bay about this.

K. Chambers asked if there are counties in the state that are not part of a regional planning commission.

M. Walter answered there are five counties around Dane County that do not belong to a regional planning commission.

B. Erickson asked how many grant dollars BLRPC has brought in to Brown County in 2008 and 2009.

M. Walter replied he did not have a figure for 2009 but in 2008, \$30,000-\$35,000 in grants.

K. Pabich stated he has a hard time supporting withdrawal from BLRPC. The City of De Pere has relied on BLRPC for a number of functions already this year. He said that as a Planning Commission we should not be looking at this just from a fiscal standpoint but need to look at the importance of planning and the planning function that BLRPC is providing us. He believes the importance of this program should be explained to the County Executive and possibly suggest that this funding should be moved from the Planning budget to a separate funding source in the county budget.

W. Clancy said he served on the BLRPC for 16 years. He feels they are not political and believes we need open and honest people to give us insight. He stated he respects the work of BLRPC and will not support withdrawal.

N. Dantine asked if BLRPC would continue to work with the Town of Morrison in applying for a grant for the water problem they are having if Brown County withdraws from BLRPC.

M. Walter replied that the Town of Morrison would need to become a member of BLRPC.

P. Blindauer asked if it's common for one department to assume the entire cost of this funding.

M. Walter replied that in some counties it is not in a departmental budget, it comes out of a separate funding source in the county budget.

C. Lamine reiterated that this is going to be a very tough budget and shifting this funding to a different budget would not help the county budget as a whole.

D. Bertrand stated he feels BLRPC is providing us a vital service and is opposed to withdrawal.

K. Chambers said he will not support withdrawal as he feels Pulaski will need BLRPC's services and assumes Denmark and Wrightstown will need them also.

C. Lamine replied that he feels that the Brown County Planning Commission (BCPC) can provide the services that the communities will need.

P. Kolarik stated the services BCPC staff provides are exceptional but asked if the current staff can take on more responsibilities and if they will have as broad of spectrum of information that BLRPC has.

C. Lamine answered that his goal would be to do it with current staffing levels but that would need to be analyzed. He said that as a staff we are applying new technologies to increase our efficiencies enabling us to do more with less. He stated that budgeting for contracted services may be an option for some services but stated he has confidence that his staff would be able to perform the work.

N. Dantine asked if Brown County withdraws membership now, can we choose to rejoin in November when the budget is reviewed.

M. Walter replied yes.

A motion was made by P. Moynihan, seconded by J. Vandersteen, to return to regular order of business. Motion carried unanimously.

B. Erickson stated that the Planning, Development and Transportation Committee will meet and vote on this item on May 26, 2009, at 7:00 p.m. at the University Extension Office. He encouraged any communities to attend this meeting if they wanted to bestow any information or concerns to the committee.

A motion was made P. Moynihan, seconded by J. Botz, to recommend to the Brown County Board of Supervisors withdrawal of Brown County funding for BLRPC for 2010. A roll call vote was taken. Voting in favor were P. Hilgenberg, P. Kolarik, P. Blindauer, J. Klasen, P. Moynihan, J. Botz, S. Grenier, T. VandeWettering, M. Handeland, R. DeGrand, D. Wiese, and M. Soletski. Voting in opposition were J. Vandersteen, K. Pabich, M. Fleck, K. Chambers, W. Clancy, and D. Bertrand. Abstaining from the vote were B. Erickson and N. Dantine. Motion carried, 12 to 6.

N. Dantine encouraged anyone who wanted to voice their opinion to attend the May 26, 2009, meeting of the Planning, Development and Transportation Committee.

8. Summary of Annual Report submitted to WDNR related to Brown County Municipal Storm Sewer System (MS4) Permit.

P. Schleinz stated the full annual report is available on the Brown County web site. He described the six main components of the report. In 2008, Brown County achieved a 28.5% reduction in total suspended solids on our county highways. By law, we were required to obtain a 20% reduction.

A motion was made by M. Soletski, seconded by J. Vandersteen, to receive and place on file. Motion carried unanimously.

9. Director's report.

a. Planner I (GIS/Transportation) position.

C. Lamine stated that T. Hennig took a position with the Village of Bellevue. The recruitment process is in progress and interviews will be performed later this month.

b. American Planning Association conference.

C. Lamine stated he and C. Runge attended the national conference in Minneapolis. It was a very worthwhile conference to attend. Some of the issues that were focused on were sustainability, renewable energy, brownfield, transportation, and waterfront development.

c. "When do I need an environmental permit in Brown County?" workshop.

C. Lamine said this outreach effort is being held on May 14, 2009, from 6:00 p.m.-8:30 p.m. in the Library auditorium. The goal is to educate people as to permitting requirements to avoid after-the-fact permits and enforcement actions. Building inspectors, zoning administrators, elected officials, realtors, and anyone interested is invited to attend this free workshop. Speakers scheduled are the Army Corps of Engineers, Department of Natural Resources, and Planning and Land Services staff.

- d. Brownfield grant applications available.

C. Lamine stated the deadline to submit applications for the grants Brown County was awarded for environmental site assessments (\$200,000) and hazardous materials (\$200,000) is May 19, 2009. All municipalities, the Oneida Nation, and the DNR were notified of the grant availability. The applications will be reviewed and prioritized by staff. The applications will also require action from the Planning Commission to provide a recommendation to the Environmental Protection Agency for their approval. By contract, AECOM (formerly STS) will be performing the assessments.

- e. Coastal grant awards.

C. Lamine said Brown County was awarded a coastal grant in the amount of \$29,960. This project is a collaborative planning effort between Brown County, the cities of Green Bay and De Pere, and the villages of Ashwaubenon and Allouez. This plan will identify land uses and will create a redevelopment plan for the waterfront.

- f. Letter of opposition regarding moving the Wisconsin Coastal Management Program from the Department of Administration to the Department of Natural Resources.

C. Lamine stated the Department of Natural Resources (DNR) is typically an applicant for coastal management funds. If the DNR is an applicant and also the reviewing agency for these funds, counties could be placed in a very competitive position. M. Walter informed C. Lamine that the Joint Finance Committee did overturn the Governor's recommendation regarding moving this program.

- g. Energy Efficiency and Conservation Block Grant.

C. Lamine said Brown County was awarded a \$612,000 Energy Efficiency and Conservation Block Grant from the Federal Department of Energy. Awhile back, Brown County received a 25x25 grant from the Governor's Office of Energy Independence which has a goal of having 25% of our energy use coming from renewable energy sources by the year 2025. This \$612,000 will be a funding source to help obtain the goals of the 25x25 grant.

- 10. Brown County Planning Commission staff updates on work activities during the months of March and April 2009.

The staff updates on work activities were accepted as presented.

- 11. Other matters.

N. Dantine asked if a public hearing will be on the next agenda or if the next meeting will be held at a different location.

L. Conard noted that another amendment to the 2009-2013 Transportation Improvement Program (TIP) may be necessary if additional projects eligible for stimulus funds are submitted to the MPO. However, it is possible that any additions to the TIP can be incorporated into the new 2010-2014 TIP scheduled for public review and hearing in the July/August timeframe.

C. Lamine stated that recent amendments to the TIP are related to stimulus funding opportunities. This location is on a transit route and is located within the Urbanized Area. However, we could have the next meeting at a different location within the Urbanized Area.

S. Grenier asked if the MPO staff had seen the approved list of projects from WisDOT.

L. Conard stated that staff was told that the list would be made available mid-week the week of May 3. As of today, staff had not seen the list.

S. Grenier asked what the next step is after the list is received.

L. Conard noted that once the list is made available, the MPO policy board will likely have to prioritize projects.

L. Conard stated that ARRA transportation funds were being delivered to the local level through three programs; Surface Transportation Program - Urban (STP-U), Transportation Enhancement (TE), and Section 5307 (transit capital).

L. Conard stated that the Green Bay Urbanized Area (GBUA) can expect to receive approximately \$2,370,000 of STP-U funds for roadway related projects. This would be a direct allocation to the GBUZ.

L. Conard stated that there was approximately \$15,000,000 statewide available for Transportation Enhancement (TE) projects. There is no direct allocation of TE funds made to the GBUA. Projects compete on a statewide basis. L. Conard stated she was aware of eight project applications from the GBUA, including the two that were part of TIP Amendment #4 discussed earlier tonight.

L. Conard stated that the Section 5307 awards have already been announced by the Governor. Green Bay Metro was awarded approximately \$2,900,000. Funds will pay 100% of the cost of four new 35' buses, farebox system upgrade, surveillance and security equipment, AVL system, staff vehicles, and other equipment.

S. Grenier asked about the STP-U funds and stated that he was told that Green Bay would receive a \$4,000,000-\$5,000,000 award.

L. Conard stated that staff was notified that the ARRA funds coming through the STP-U program which will be allocated to the GBUA represent 15.8% of \$15,000,000 or approximately \$2,370,000.

12. Adjourn.

A motion was made by J. Vandersteen, seconded by M. Fleck, to adjourn. Motion carried unanimously. The meeting adjourned at 8:25 p.m.

:lsw



*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

CHARLES J. LARSCHIED  
PORT AND SOLID WASTE DIRECTOR

## **PROCEEDINGS OF BROWN COUNTY SOLID WASTE BOARD**

A regular meeting was held on **March 16, 2009**, 1:30 p.m., at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order – meeting was called to order by Vice-Chair Strenski at 1:32 p.m.

2. Roll Call

Present: Mike Strenski, Vice-Chair  
Chuck Rhyner  
Norb Dantinne  
Mike Fleck  
Dawn Goodman  
Bud Harris

Excused: Jim Rasmussen, Chair  
Allison Swanson  
John Katers

Also Present: Charles Larscheid, Brown County Port & Solid Waste Dept.  
Wess Damro, Brown County Port & Solid Waste Dept.  
Joe Hollatz, Badgerland Express  
Sue Kalupa, Badgerland Express

3. Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by Mike Fleck and seconded by Norb Dantinne.** The agenda was approved.

Director Larscheid requested the "Request for Approval" be removed from Agenda Item #5 which is informational only. Secondly, Director Larscheid requested that Agenda Item #6 "Closed Session" be taken off the agenda. **A motion to approve the agenda, as amended, was made by Mike Fleck and seconded by Norb Dantinne.** The motion was approved.

4. Approval/Modification – Meeting Minutes December 15, 2008

**A motion to approve the minutes was made by Mike Fleck and seconded by Bud Harris.** Minutes were approved.

5. Brown County Materials Recycling Facility (MRF) Notice of Sale for Purchase & Removal of Existing Recycling Sorting Equipment Project #1350

Director Larscheid indicated this project is for the sale of all processing equipment not needed after June when single stream recycling begins. Wess Damro, Recycling Manager, along with the Brown County Purchasing Department put together a

Request for Quote (RFQ). Damro provided specifics on how the project will be handled and provided a list of the equipment and timeline. Processing will end at the Green Bay MRF in June. Transfer of materials will begin the first week in July. The equipment will be ready to be removed the first week in July. Damro indicated if the equipment is not sold and removed by the buyer, then Brown County will be required to remove the equipment. The sale of the baler is optional dependant on the offers received since it has some value and could be kept on site. The Brown County Purchasing Department determined that because this is based only on price, a quote would suffice and County Board approval would not be necessary. The RFQ is being sent to approximately 35 area companies. Staff is requesting input from the Solid Waste Board.

7. Wisconsin State Patrol "Scale Fee Waiver Request" - Request for Action  
Director Larscheid received a call from the State regarding a program in which they try to eliminate of any monthly costs less than \$20. Based on past records, the State only uses our scale once or twice a year. Outagamie and Winnebago Counties do not charge the State a fee for using their scale. Discussion ensued on the request. The Solid Waste Board recommended the State's request be accepted on a trial basis for the balance of 2009.

8. Badgerland Express, LLC "Request to Renegotiate Waste Transfer Station Hauling Contract Fuel Surcharge" - Request for Action  
Director Larscheid stated Badgerland, who is the current operator of the Waste Transfer Station, contacted him recently regarding the fuel surcharge. In 2003 a contract was entered into with Flash (now known as Badgerland). However, after the original contract, Flash asked for a fuel surcharge which was granted by the Solid Waste Board. Flash was then bought out by Action and a fuel surcharge was included in that contract also. When Action went out of business in June 2008, an emergency agreement was made with Badgerland Express to take over the operation and at that time we wanted to modify the existing fuel surcharge but there were some issues in doing that. Chad Doverspike, Facility Manager, worked with Badgerland and agreed upon a fuel surcharge which is in place today. Because fuel is a large part of the cost for the operation of hauling, having the increases/decreases in fuel affect the whole contract rather than dealing with gallons or miles was thought to be easier. As indicated in the agenda packet, Badgerland would like to renegotiate the fuel surcharge as a part of the current purchase order. Badgerland also spoke with members of the County Board so therefore this will also go through the County Board.

**A motion was made by Mike Fleck and seconded by Bud Harris:**

**Part 1 of the Motion: Approval of Attachment B for Project #1352 of the RFB for Transfer Station Operation and Solid Waste Hauling for fuel adjustment under new contract.**

**Part 2 of the Motion: Approve fuel surcharge payment from 12/1/2008 till the end of the current contract. This will apply the new formula in contract #1352 to the existing contract from 12/1/2008 to the end of the contract. This will refund the difference between what was deducted us - what should have been deducted under the new contract.** Motion was unanimously approved.

9. Director's Report

- *Joint Meeting*

Director Larscheid indicated there will be a joint meeting with PD&T following the SWB meeting. The items for this meeting, and to be discussed at the joint meeting, which are approved will go to the County Board this Wednesday night at 7pm at the Green Bay City Hall in the City Council chambers.

- *Gas-to-Energy Project*

Chad Doverspike, Facility Manager, provided information of the progress to date at the Gas-to-Energy facility. One of the outlets at the jacket water was going to the radiator at the reverse locations. These pipes were already completed, wrapped and insulated and no one caught this until last week. This will have to be changed. Flow meters need to be calibrated. Gas analyzer needs to be calibrated with the proper gas as there is something wrong with the methane analyzer inside.

One issue has been the open flare at the facility which previously was an enclosed flare. Within the last two weeks, three 9-1-1 saying there was a fire at the facility have been received. Per the Ledgeview Fire Department, the first two are free but the third one is charged to Brown County for \$700. We are in the process of putting some type of a sign out there with a beacon explaining that the flare is normal operation. Doverspike met with the Ledgeview Fire Department, Bob Gerbers, Zoning, Sara Burdette to discuss the 9-1-1 call and he was told that if they receive a phone call they have to respond. Doverspike will get in touch with downtown and make sure they ask questions before sending the call to Ledgeview.

The ribbon cutting ceremony will be on April 24<sup>th</sup> which corresponds with Earth Week. Next Monday we should be fully loaded with full (inaudible) and electricity.

- *Recycling Transfer Station*

Material collected at this facility will be hauled to Outagamie County and this is request is for recyclables hauling. Wess Damro, Recycling Manager, and Brown County Purchasing put this together based on the work they had been doing with Chad Doverspike. Damro expects 5 to 6 loads to be shipped daily. The trucks will need trailers which can be loaded from the top and self-unloading once they get to Outagamie. Fuel surcharge language is included. Damro indicated he is asking for an optional price on a per load basis if the driver's load their own vehicles. There are still some questions as to staffing the transfer station.

Director Larscheid indicated they are looking for comments and reiterated this is a quote. Staff hopes to utilize an existing contract that Outagamie had bid out and Winnebago had used for the same purpose. We are hoping we can also use that contract. Discussion ensued. Larscheid requested Damro contact Kurt or Dale to get answer as to what the difference is in criteria for a quote versus a bid before the meetings conclusion.\*\*

- *Resolution - State Fee Increases Solid Waste*

Director Larscheid discussed the Resolution. The State is eliminating recycling grants for communities, demonstration grants, recycling efficiency grants, HHW grants, and Ag Clean Sweep grants. A lot of the same things that the State said were why they needed last year's fee increase. Larscheid wrote this resolution and sent it to Brown County Corporation Counsel for review. Corp. Counsel questioned why Director Larscheid would oppose the state trying to recoup some dollars when they are in a

budget mess. Larscheid indicated he felt their budget mess shouldn't be our mess and that there are other issues associated with this. If the proposed increase is approved, staff will then have to ask the board for a fee increase of an extra \$4.40 per ton on Brown County's tipping fee. This will be discussed again at the next meeting.

- *Foth & Van Dyke Retainer*

Foth, who has been retained as Brown County Port & Solid Waste's professional consultant, is in the last year of their contract. This fall an RFP or RPQ will be brought forth on this contract. Larscheid noted it is extremely difficult to change consultants.

- *Energy Independence*

The Governor has a proposal to have Wisconsin have renewable energy or energy independence reduced by 25% by the year 2025. Brown County has an Energy Independence Committee and with the new gas-to-energy facility Brown County will have achieved 24.9% of the 25% energy goal.

- *Winnebago County*

Winnebago County performed their annual capacity survey on their landfill and they estimate the Winnebago County Landfill will reach capacity in June 2011. The survey does not account for settling. Outagamie County is not as far along as had been hoped for getting their next landfill expansion approved, however, they are confident they will have it approved when needed.

\*\*Dale DeNamur reviewed the current County definition of Request for Bid (RFP) refers to public works projects. All other projects are Request for Quote (RFQ). Discussion ensued. Norb Dantine noted 24 guys on the County Board were being cut out and it will come back to haunt the SWB as the department heads make the decision who hauls it versus the County Board. Dale DeNamur indicated they are following current County policy.

10. Such Other Matters as are Authorized by Law

Dawn Goodman was introduced as the new solid waste board member representing the Town of Green Bay. Goodman is a friend of Director Larscheid and was confirmed by the County Board in December 2008.

11. Adjourn

**Motion to adjourn was made by Norb Dantine and seconded by Mike Fleck.** Unanimously approved. Meeting adjourned at 4:02pm.

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James Rasmussen, Chair  
Solid Waste Board

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Charles Larscheid, Director  
Port & Solid Waste Department

Brown County Highway  
Budget to Actual State Billing  
2009

Maintenance	Description	January	February	March	April	May	June	July	August	September	October	November	December	Total	Contract	Remaining	% Used
0005-01-40	Admin Non Patrol Supervision	-	-	-	102,773.04	-	-	-	-	-	-	-	-	102,773.04	179,500.00	76,726.96	57.28%
0005-01-01	Roadway Asphalt Maintenance	769.88	5,819.74	7,300.48	27,302.86	-	-	-	-	-	-	-	-	41,192.96	171,100.00	129,907.04	24.08%
0005-01-03	Roadway Concrete Maintenance	14,800.96	42,238.31	28,314.89	12,647.87	-	-	-	-	-	-	-	-	98,002.03	212,300.00	114,297.97	46.18%
0005-01-04	Roadway Shoulder Maintenance-143	6,883.36	4,405.62	4,405.62	2,332.08	-	-	-	-	-	-	-	-	22,195.99	95,000.00	72,804.01	23.38%
0005-01-05	Roadway Shoulder Maintenance	-	-	1,371.71	16,036.82	-	-	-	-	-	-	-	-	17,408.53	30,000.00	12,591.47	58.03%
0005-01-06	Roadway Shoulder Maintenance-143	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000.00	5,000.00	0.00%
0005-01-31	Roadway Facility Maintenance	263.91	2,704.53	4,669.17	16,812.27	-	-	-	-	-	-	-	-	24,454.88	107,000.00	82,545.12	22.86%
0005-01-32	Roadway Facility Maintenance-143	76.45	1,513.29	98.93	4,057.57	-	-	-	-	-	-	-	-	5,746.24	40,000.00	34,253.76	14.37%
0005-01-33	Roadside Vegetation	7,655.62	13,600.86	15,291.59	15,623.48	-	-	-	-	-	-	-	-	52,171.55	279,300.00	227,128.45	18.68%
0005-01-34	Roadside Vegetation-143	1,055.18	3,086.71	3,004.38	5,428.31	-	-	-	-	-	-	-	-	12,564.58	101,800.00	89,235.42	12.36%
0005-01-07	Roadway Shoulder Maintenance	-	-	217.15	13,551.29	-	-	-	-	-	-	-	-	13,768.44	107,800.00	94,031.56	12.77%
0005-01-08	Roadway Shoulder Maintenance-143	-	-	212.98	462.12	-	-	-	-	-	-	-	-	675.10	86,600.00	85,924.90	0.78%
0005-01-11	Winter Maintenance	260,879.92	138,034.03	142,847.59	26,713.02	-	-	-	-	-	-	-	-	568,474.56	1,145,000.00	576,525.44	49.65%
0005-01-12	Winter Maintenance-143	49,563.58	34,051.01	40,359.07	4,157.95	-	-	-	-	-	-	-	-	128,151.61	256,600.00	128,448.39	49.94%
0005-01-21	Routine Bridge	389.00	503.32	377.49	1,490.22	-	-	-	-	-	-	-	-	2,760.03	111,000.00	108,239.97	2.49%
0005-01-22	Routine Bridge-143	389.00	503.32	661.16	665.67	-	-	-	-	-	-	-	-	2,219.15	55,000.00	52,780.85	4.03%
0005-01-24	Bridge-Lift	11,580.49	13,948.29	-	2,398.29	-	-	-	-	-	-	-	-	27,927.07	31,200.00	3,272.93	89.51%
0005-01-41	Admin Patrol Supervision	10,783.82	10,002.27	9,337.11	12,392.18	-	-	-	-	-	-	-	-	42,515.38	127,100.00	84,584.62	33.45%
0005-01-42	Admin Contingency Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	167,100.00	167,100.00	0.00%
0005-01-51	Local-DePere/Alouez/Asht/Mason	206.00	111.79	3,960.00	1,192.26	-	-	-	-	-	-	-	-	5,470.05	29,400.00	23,929.95	18.61%
0005-01-61	Sign Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	29,000.00	29,000.00	0.00%
0005-01-62	Sign Repairs-143	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000.00	6,000.00	0.00%
* Includes 3 payperiods		365,332.17	274,692.40	263,055.93	266,037.30	-	-	-	-	-	-	-	-	1,188,491.19	3,372,800.00	2,204,308.81	34.64%

\* Includes 3 payperiods

0005-98-20	Traffic Signing	1,488.26	6,216.16	3,714.16	959.60	-	-	-	-	-	-	-	-	12,378.18	70,500.00	58,121.82	
0005-88-10	Pavement Marking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0031-01-31	Kewaunee County-Culvert Steaming	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0005-81-51	Marquette Bridge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0005-83-81	Security Fence	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0015-01-11	Door County	2,589.26	-	-	-	-	-	-	-	-	-	-	-	2,589.26	-	-	
0005-83-41	Shoulder Surface	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0005-83-14	Asphaltic repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0070-01-11	Winnabago Co-Haul Salt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0044-83-11	Outagamie Bridge Decks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0005-83-15	Asphaltic repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total		4,077.52	6,216.16	3,714.16	959.60	-	-	-	-	-	-	-	-	14,967.44	70,500.00	55,532.56	
Total		369,409.69	280,908.56	266,770.09	266,996.90	-	-	-	-	-	-	-	-	1,183,458.63	3,443,300.00	2,259,841.37	

Construction	Description	January	February	March	April	May	June	July	August	September	October	November	December	Total	Contract
0077-03-00	Misc Damage Claims	21,921.09	42,030.33	57,785.30	39,637.36	-	-	-	-	-	-	-	-	161,374.08	-
1211-18-71	Snow Removal-STH 172	8,944.54	48.59	-	-	-	-	-	-	-	-	-	-	8,993.13	5,000.00
Total		30,865.63	42,078.92	57,785.30	39,637.36	-	-	-	-	-	-	-	-	170,367.21	-

BROWN COUNTY HIGHWAY  
BUDGET TO ACTUAL-2009  
COUNTY MAINTENANCE COSTS

CTH MAINTENANCE-2009		BUDGET												Percentage of Budget	
SUMMER		24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-09	31-Dec-09		
Surface Maint	5331-100-11	37,642	104,076	183,198	255,768	-	-	-	-	-	-	-	-	34.56%	
Shoulder Maint	5331-100-12	-	1,513	1,652	11,788	-	-	-	-	-	-	-	-	4.37%	
Mowing and Brush	5331-100-13	-	2,551	2,881	3,791	-	-	-	-	-	-	-	-	1.58%	
Guard Fence/Safety	5331-100-14	260	1,039	2,347	10,804	-	-	-	-	-	-	-	-	30.87%	
Drain/Culverts/Brdg	5331-100-15	73	6,815	23,439	30,483	-	-	-	-	-	-	-	-	10.16%	
Trash Pickup	5331-100-16	551	1,360	5,001	25,719	-	-	-	-	-	-	-	-	8.57%	
Total		38,526	117,354	218,518	338,353	-	-	-	-	-	-	-	-	17.95%	
WINTER															
Drift Prevention	5331-200-21	1,418	1,683	7,069	16,528	-	-	-	-	-	-	-	-	15.03%	
Storage		20,000	20,000	20,000	20,000	-	-	-	-	-	-	-	-	100.00%	
Apply Chloride	5331-200-23	65,099	129,213	160,172	163,947	-	-	-	-	-	-	-	-	58.55%	
Blading & Plowing	5331-200-24	249,032	415,186	581,232	596,883	-	-	-	-	-	-	-	-	70.22%	
Total		335,549	566,082	768,473	797,358	-	-	-	-	-	-	-	-	63.28%	
MAINT SURFACING															
Engineering	5331-400	15,037	30,376	43,544	58,213	-	-	-	-	-	-	-	-	23.29%	
Signing	5331-701	15,081	35,125	50,223	80,039	-	-	-	-	-	-	-	-	0.00%	
Traffic Signal Mt	5331-702	5,115	13,355	21,531	27,356	-	-	-	-	-	-	-	-	27.36%	
Pavement Marking *	5331-100-19	-	-	121	121	-	-	-	-	-	-	-	-	0.05%	
Total		409,308	762,292	1,102,410	1,301,440	-	-	-	-	-	-	-	-	32.95%	

\*Paint supplies for county get turned in at year end.

BROWN COUNTY HIGHWAY  
BUDGET TO ACTUAL-2009  
MACHINERY EXPENSE

OPERATION OF MACHINERY-2009

	BUDGET	24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-08	31-Dec-09	Percentage of Budget
Gasoline	5324-10	11,011	12,579	14,313	16,461	-	-	-	-	-	-	-	-	36.58%
Diesel Fuel	5324-11	52,476	101,339	148,631	169,044	-	-	-	-	-	-	-	-	18.78%
Kerosene	5324-12	-	23	235	1,075	-	-	-	-	-	-	-	-	53.75%
Motor Oil	5324-20	2,103	3,191	4,808	5,486	-	-	-	-	-	-	-	-	18.29%
Grease	5324-21	869	1,159	1,159	1,527	-	-	-	-	-	-	-	-	30.54%
Anti-Freeze	5324-22	87	124	138	408	-	-	-	-	-	-	-	-	13.60%
Repair Labor	5324-30	71,454	138,258	215,394	272,107	-	-	-	-	-	-	-	-	30.23%
Repair Material	5324-40	43,828	87,408	154,353	212,425	-	-	-	-	-	-	-	-	35.40%
Iron	5324-41	-	487	652	996	-	-	-	-	-	-	-	-	4.98%
Equip Paint	5324-42	218	583	1,473	1,910	-	-	-	-	-	-	-	-	22.47%
Tire/Tubes	5324-50	7,343	14,154	19,410	23,292	-	-	-	-	-	-	-	-	46.58%
Batteries	5324-51	431	431	654	794	-	-	-	-	-	-	-	-	11.34%
Equip Rental	5324-70	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Overhead	5324-06	78,480	156,960	245,250	313,920	-	-	-	-	-	-	-	-	32.00% XX
Depreciation	5324-06	680,000	108,800	170,000	217,600	-	-	-	-	-	-	-	-	32.00% XX
Insurance	5324-81	3,520	7,040	11,000	14,080	-	-	-	-	-	-	-	-	32.00% XX
Total		326,220	632,536	987,470	1,251,125	-	-	-	-	-	-	-	-	29.26%

Estimate Budget Target 32% XX Estimate

Revenue	388,939	755,863	1,105,697	1,311,278	-	-	-	-	-	-	-	-	-
Estimated Gain (Loss)	62,719	123,327	118,227	60,153	-	-	-	-	-	-	-	-	-

BROWN COUNTY HIGHWAY  
BUDGET TO ACTUAL-2009  
SHOP AND BUILDING COSTS

OPERATION OF SHOP-2009

	BUDGET	24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-09	31-Dec-09	Percentage of Budget
Indirect Labor	240,000	15,339	34,180	53,053	66,970	-	-	-	-	-	-	-	-	27.90%
Training	10,000	-	-	142	4,159	-	-	-	-	-	-	-	-	41.59%
Shop Supplies	94,000	5,978	10,873	19,265	26,585	-	-	-	-	-	-	-	-	28.28%
Shop Tools	21,000	2,092	4,372	5,152	6,074	-	-	-	-	-	-	-	-	28.92%
Tool Allow	15,000	3,985	4,391	5,013	5,398	-	-	-	-	-	-	-	-	35.99%
First Aid/Safety	18,000	65	449	1,478	2,031	-	-	-	-	-	-	-	-	11.28%
Maint Shop Equip	10,000	446	1,028	2,805	3,884	-	-	-	-	-	-	-	-	38.84%
Telephone	7,000	-	99	619	1,130	-	-	-	-	-	-	-	-	16.14%
Service Truck	55,000 X	4,400	8,800	13,750	17,600	-	-	-	-	-	-	-	-	32.00%
Credits	(12,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Depreciation	15,000 X	1,200	2,400	3,750	4,800	-	-	-	-	-	-	-	-	32.00%
Stockroom Credit	(10,000)	(2,278)	(4,469)	(7,526)	(8,652)	-	-	-	-	-	-	-	-	86.52%
Total	463,000	31,227	62,123	97,501	129,979	-	-	-	-	-	-	-	-	28.07%

32% X estimate

OPERATION OF BUILDINGS

Indirect Labor	76,000	-	69	69	69	-	-	-	-	-	-	-	-	0.09%
Cleanup/Lockup	60,000	3,107	7,404	11,694	15,576	-	-	-	-	-	-	-	-	25.96%
Cleaning Supplies	9,500	1,220	1,573	1,573	1,573	-	-	-	-	-	-	-	-	16.56%
Bldg Mt-Labor	90,000	13,579	23,637	33,965	42,034	-	-	-	-	-	-	-	-	46.70%
Bldg Mt-Material	80,000	964	2,389	5,026	6,405	-	-	-	-	-	-	-	-	8.01%
Bldg Mt-Machinery	3,000	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Heat	95,000	3,167	20,674	35,923	39,507	-	-	-	-	-	-	-	-	41.59%
Light/Power	45,000	605	4,341	8,878	10,013	-	-	-	-	-	-	-	-	22.25%
Water	9,000	-	-	653	1,831	-	-	-	-	-	-	-	-	20.34%
Fire Protection	4,500	47	94	150	150	-	-	-	-	-	-	-	-	3.33%
Salt Storage Cr.	(20,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Credit Building Admin	(22,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Credit-State/Co	(90,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Depreciation	110,000 X	8,800	17,600	27,500	35,200	-	-	-	-	-	-	-	-	32.00%
Insurance	8,000 X	640	1,280	2,000	2,560	-	-	-	-	-	-	-	-	32.00%
Admin/Eng/Traf Cr	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Electrician/w credit at	60,000	3,209	9,600	9,486	9,486	-	-	-	-	-	-	-	-	15.81%
Total	518,000	35,338	88,661	136,917	164,404	-	-	-	-	-	-	-	-	31.74%



BROWN COUNTY HIGHWAY  
BUDGET TO ACTUAL-2009  
ADMIN/SUPERVISION

ADMINISTRATION/SUPERVISION 2009		BUDGET	24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-09	31-Dec-09	Percentage of Budget
ADMINISTRATION															
Office Salaries	5311-101	329,662	19,090	45,508	65,338	87,890	-	-	-	-	-	-	-	-	26.66%
Travel-Staff	5311-102	500	-	215	215	221	-	-	-	-	-	-	-	-	44.20%
Office Supplies	5311-104	6,000	-	645	979	2,136	-	-	-	-	-	-	-	-	35.60%
Postage	5311-106	3,000	71	71	71	71	-	-	-	-	-	-	-	-	2.37%
Machine Mt/Deprec	5311-107	4,000	320	640	1,000	1,280	-	-	-	-	-	-	-	-	32.00%
Building Exp	5311-108	16,000	1,280	2,560	4,000	5,120	-	-	-	-	-	-	-	-	32.00%
Publication	5311-109	200	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Bid Advertising	5311-110	500	-	123	123	123	-	-	-	-	-	-	-	-	24.60%
Setback Admin	5311-113	200	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Telephone	5311-105	4,000	36	47	266	473	-	-	-	-	-	-	-	-	11.83%
Data Processing	5311-111	97,603	7,808	15,616	24,401	31,233	-	-	-	-	-	-	-	-	32.00%
Indirect Cost	5311-116	141,081	11,757	23,514	35,196	46,878	-	-	-	-	-	-	-	-	33.23%
Total		602,746	40,362	88,939	131,589	175,425	-	-	-	-	-	-	-	-	29.10%
SUPERVISION															
Salaries/Fringe	5319-100	424,300	17,704	35,853	55,474	77,447	-	-	-	-	-	-	-	-	18.25%
Car Expense	5319-200	48,000	3,840	7,680	12,000	15,360	-	-	-	-	-	-	-	-	32.00%
Other Expense	5319-300	2,000	61	138	197	197	-	-	-	-	-	-	-	-	9.85%
Jury Duty	5319-500	1,000	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Training	5319-600-700	22,000	587	587	795	12,090	-	-	-	-	-	-	-	-	54.95%
Total		497,300	22,192	44,258	68,466	105,094	-	-	-	-	-	-	-	-	21.13%
INTEREST/BONDS															
Insurance (1)	5316-000	104,391	8,351	16,703	26,098	33,405	-	-	-	-	-	-	-	-	32.00%
Radio	5317-400	7,500	600	1,200	1,875	2,400	-	-	-	-	-	-	-	-	32.00%
Grand Total		1,211,937	71,506	151,100	228,028	316,324	-	-	-	-	-	-	-	-	26.10%

INSURANCE(1) AT END OF YEAR PART OF COST TRANSFERRED TO MACHINERY FUND

X Estimated

BROWN COUNTY HIGHWAY  
COUNTY AID BRIDGE CONSTRUCTION  
ANALYSIS FOR YEAR 2009

Balance 1/1/2009	County Levy	District Levy	Total Available	2009 Expenditures	Balance 12/31/2009
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**TOWN**

Eaton	24,000.00	12,000.00	12,000.00	48,000.00	-	48,000.00
Glenmore	131,059.28	10,000.00	10,000.00	151,059.28	-	151,059.28
Green Bay	117,519.92	20,000.00	20,000.00	157,519.92	6,378.58	151,141.34
Holland	398,003.02	-	-	398,003.02	-	398,003.02
Humboldt	29,053.68	15,000.00	15,000.00	59,053.68	-	59,053.68
Lawrence	118,099.75	10,000.00	10,000.00	138,099.75	-	138,099.75
Ledgeview	222,927.35	4,000.00	4,000.00	230,927.35	-	230,927.35
Morrison	58,586.11	5,000.00	5,000.00	68,586.11	-	68,586.11
New Denmark	99,037.16	1,000.00	1,000.00	101,037.16	-	101,037.16
Pittsfield	213,745.48	20,000.00	20,000.00	253,745.48	-	253,745.48
Rockland	141,321.16	15,000.00	15,000.00	171,321.16	-	171,321.16
Scott	68,956.18	-	-	68,956.18	-	68,956.18
Wrightstown	576,702.39	50,000.00	50,000.00	676,702.39	-	676,702.39

**VILLAGE**

Ashwaubenon	255,208.87	-	-	255,208.87	-	255,208.87
Bellevue	144,817.25	55,000.00	55,000.00	254,817.25	-	254,817.25
Howard	430,387.02	70,000.00	70,000.00	570,387.02	-	570,387.02
Hobart	69,712.49	-	-	69,712.49	-	69,712.49
Suamico	492,492.50	22,000.00	22,000.00	536,492.50	-	536,492.50

TOTAL	3,591,629.61	309,000.00	309,000.00	4,209,629.61	6,378.58	4,203,251.03
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# Highway Department - Training Schedule for Assistant Superintendent (AS)

Department	Description of Competency or skill	Name of Trainer	Length of time needed to train or learn?	When	How will you evaluate new skill or competency achieved?	Successful Completion of Training? Competency Achieved?
<b>LEADERSHIP:</b>						
Roles and Responsibilities	Gain an understanding of the roles and responsibilities of other leaders	Brian, Ray & Ed	1 hour overview	Day 1	Uses this information in achievement of daily interactions and activities	
	Leading Others-Skills/Traits of a Leader	Brian, Ray & Ed	3 Hour Overview as a leadership team	Day 1	Observation and Coaching for new AS	
	Working with a leadership Team	Brian, Ray & Ed		Day 1	Cooperation, Checking and Communication with other leaders as appropriate	
	Managing Expectations of Team Members and holding them accountable	Brian, Ray & Ed		Day 2	Observe new AS holding others accountable for following expectations.	
	Determining Job Assignments - Teach new AS how to divide up work projects based on the skills and number of employees to do the job	Brian, Ray & Ed	4-5 hours	Day 1- 5	New AS to prepare division of work assignments and reviewed by Ed. Coach and provide feedback until confident AS understands and is capable	
	Scheduling Projects- Teach AS how to schedule various projects based on work to be done, equipment needs, staff available, weather conditions, time and material needs	Brian, Ray & Ed	4-5 hours of overview, observation, trying on his own, reviewing and making corrections. Successful scheduling on own.	Day 1- 5	New AS to prepare schedule. Daily reviewed by Ed. Coach and provide feedback until confident AS understands and is capable of preparing schedule on his own	
	Coaching & Giving Constructive Feedback	Ray & Ed	1 hour discussion on planning, delivery, maintaining control on Coaching and Feedback	Day 7-8	When situation arises, have new AS observe Ed or other AS providing feedback. Provide opportunity to do as a team and then on his own.	
	Providing Corrective Performance Coaching	Brian, Ray, Ed with coaching from HR	1 hour discussion			
	Working with a leadership Team					

**ASPHALT:**

Borings	determines base course/sub-base	Ken	1 hour	Day 1	Provide several examples and have AS carry out project; then observe and review	
Budget	estimate project start to finish	Ken	4 hours	Day 1	Provide estimate formula, work out estimate and review	
Schedule & Coordinate	Private full-depth milling contractor & material haul away	Ken	1 hour	Day 1	AS to schedule contractor, crew for removal and review	
	Highway crew curb & gutter radius cuts	Ken	1 hour	Day 1	Review layout and discuss	
	New concrete installation (curb & gutter, driveway aprons, sidewalk, etc.)	Ken	1 hour	Day 1	Review layout and discuss	
	Highway crews for layout & compaction	Ken	1 hour	Day 2	Review schedule, number of men and discuss	
	Asphalt plant material production	Ken	1 hour	Day 2	Review procedures and discuss	
	Highway crew truck haul (# of trucks/operators, etc.)	Ken	1 hour	Day 2	AS schedule trucks & crews, discuss	
	Shouldering operation	Ken	1 hour	Day 2	Review process, have AS plan out operation and discuss	
	Roadway paintstripping and signage (regulatory & construction)	Ken	1 hour	Day 2-5	Review layout	
	Participate in teamwork/leadership/discipline/feedback	Ken	1 hour	Day 1-10	Observe and then employee is on their own - then review	
	Attend pertinent training classes, when offered	Ken	As provided	Ongoing	Certificate of passing/achievement	
	Assist with PASER system (WISLER)	Ken	1 hour	Day 8	AS rate and enter findings - Review & check work	

**CONSTRUCTION:**

Coordinate plans & schedule with County Engineering Department		Ed, Ray	1 hour	Day 1 overview	Continuous during construction phase, until it is understood	
Coordinate storm water run-off plans with County Engineering Department and then order proper materials for such plans.		Ed, Ray	1 hour	Day 1	Have the new AS prepare his own plan and then review and evaluate work	

Schedule & coordinate work with WisDNR, municipalities, school systems (busing/transportation issues), etc.	Ed	2 hours	Day 1	Have the new AS do a project on his own and then review work and answer questions	
Meet with all essential parties involved regarding the following:	Ed, Ray	1 hour	Day 2	Observe AS, coach and review work	
	Ed	1 hour	Day 2	Observe AS, coach and assist until he understands process	
Schedule & Coordinate:	Ed	1 hour	Day 1-5	Observe, answer any questions, and evaluate when complete	
	Ed	1 hour - daily	Day 1-5	Have AS prepare work plans and then review	
	Ed	1 hour	Day 6	Have AS prepare schedule of trucks, review and coach until acceptable	
	Ed	1 hour	Day 7-8	Have AS prepare estimates, review and answer questions	
	Ed	1 hour	Day 3	Discuss, answer any questions, review work	
	Ed	1 hour	Day 3	Have AS prepare estimates, review and answer questions	
	Ed	1 hour	Day 2-5	Have AS prepare layout, discuss, and review	
	Ed, Ray	1 hour	Day 1-10	Observe and then put AS on his own, review and discuss	
	Ed, Ray, Brian	As provided	Ongoing	Certificate of passing/achievement	
<b>CULVERTS/DRAINAGE/BRIDGES:</b>					
<b>Drainage:</b>					
Coordinate digger's hotline locate call-in	Randy	1 hour	Day 1	Review process, have AS do a locate call-in, review	

Schedule & coordinate crews to perform the ditching operation (anything over 1 acre will require a storm water run-off plan (coordinate with County Engineering Department)		Randy	1 hour	Day 1	Have AS prepare a schedule, coordinate the crews, perform the operation and review	
Schedule and coordinate Highway Crew for seeding & mulching upon completion of work		Randy	1 hour	Day 1	Have AS prepare a schedule, coordinate the crews, perform the operation and review	
<u>Culvert Replacement:</u>						
Coordinate digger's hotline locate call-in		Randy	1 hour	Day 2	Review process, have AS do a locate call-in, review	
Estimate and order proper materials (culvert pipe, etc.)		Randy	2 hours	Day 2	Discuss, have AS prepare estimate, review and discuss	
Determine depth of excavation, which determines the digging procedures	Depth of digging bottom up is 4 feet (lifts) and then move out pyramid	Randy	1 hour	Day 3	Have AS prepare a schedule, coordinate the crews, perform the operation and review	
	Place pipe - based on engineering	Randy	2 hours	Day 3	Have AS prepare a schedule, coordinate the crews, perform the operation and review	
	Backfill 8-inch lifts (compacted) to top of pipe	Randy	1 hour	Day 3	Have AS prepare a schedule, coordinate the crews, perform the operation and review	
	Fill with natural soils to elevation of sub-base	Randy	1 hour	Day 3	Have AS prepare a schedule, coordinate the crews, perform the operation and review	
	Replace gravel (base course) to elevation of sub-asphalt and compact	Randy	1 hour	Day 3	Have AS prepare a schedule, coordinate the crews, perform the operation and review	
Fill in with temporary patch material to time of removal and then permanent fill with asphalt material		Randy	1 hour	Day 3	Have AS prepare a schedule, coordinate the crews, perform the operation and review	
Roadway paintstripping and signage (regulatory & construction)		Randy	1 hour	Day 2-5	Review layout	

Determine depth of excavation, which determines the digging procedures (continued)	Participate in teamwork/leadership/discipline/feedback	Randy	1 hour	Day 1-10	Observe and then employee is on their own - then review	
Schedule & coordinate crews and equipment needed to perform the pipe replacement work	Attend pertinent training classes, when offered	Randy	As provided	Ongoing	Certificate of passing/achievement	
		Randy	2 hours	Day 4	Have AS prepare a schedule, coordinate the crews, perform the operation and review	
<u>Bridges:</u>						
Concrete work	Concrete specifications and handling	Randy	2 hours	Day 5-7	Review knowledge and discuss	
Bridge maintenance	Schedule needed repairs, including supplies & public notification	Randy	2 hours	Day 5-7	Have AS prepare schedule, perform layout of job including inspection of work, review & discuss	

**STAFF REPORT TO THE  
BROWN COUNTY BOARD OF SUPERVISORS  
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

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**Progress on the  
CTH GV Reconstruction Project Study**

Brown County Planning Commission and Highway Department  
May 26, 2009

The following tasks were completed between April 28 and May 18, 2009, for the CTH GV Reconstruction Project Study:

**Examine the land uses that are planned for the project corridor.**

- Brown County Planning Commission (BCPC) staff is continuing its examination of the area's land use plans to estimate future traffic volumes, trip origins, and trip destinations.

**Identify the amount of developable land for each parcel along the project corridor.**

- BCPC staff is continuing to collect information and work with the communities to complete this task.

**Use the developable land, planned land use, and other information to calculate appropriate assessments for property owners along the project corridor.**

- On May 6, 2009, BCPC and Brown County Highway Department staff met with Ledgeview's Town Board, Zoning and Planning Committee, Sanitary District Board, and administrative staff to discuss assessments and other corridor issues.
- Some of the issues addressed by BCPC and Highway Department staff include the status of the Environmental Impact Statement (EIS) process, projected traffic volumes along the CTH GV corridor, and access along the reconstructed highway.

**Identify the sections of CTH GV that require patching or other spot improvements prior to the reconstruction project.**

- The Highway Department is in the process of identifying sections of CTH GV that require patching or other spot improvements.

**Proceed with right-of-way acquisition and utility installation along the east side of the CTH GV corridor and around the CTH G intersection.**

- The Highway Department will begin this work in the spring of 2009.



**Identify the likely location of a new Fox River bridge and street/highway corridor through the Environmental Impact Statement (EIS) process.**

- BCPC staff hosted a public meeting on April 23, 2009, to update the public on the progress of the EIS and ask the participants to identify potential locations for a new Fox River bridge and connecting street/highway system.
- More than 100 people attended the meeting, and staff received many comments and location suggestions from the participants. A summary of the written comments is posted in the EIS section of the Brown County Planning Commission's Transportation website.
- Following the public meeting, BCPC staff met with representatives of the Wisconsin Department of Transportation to discuss narrowing the public's facility location suggestions to a smaller set of viable alternatives.

**Apply for and receive the necessary permits from the appropriate state and federal environmental agencies.**

- The Brown County Highway Department will apply for the permits as the highway is being designed.

**Determine if the reconstructed highway should be four lanes or if another design would be more appropriate.**

- This task will be completed at the end of the study.

**Monitor the progress of the FEMA floodway/floodplain mapping project and use this information to finalize the highway's design.**

- Staff will continue to monitor the project and use the information to finalize the highway's design.

A chart showing staff's progress between April 28 and May 18, 2009, is attached to this report.

# Status of CTH GV Reconstruction Project Study Tasks: May 26, 2009

Status	Task	Responsible Parties	March 2009	April 2009	May 2009	June 2009	July 2009	August 2009	Sept. 2009	Oct. 2009	Nov. 2009	Dec. 2009	Jan. 2010
Completed	Receive written postponement agreements from Bellevue and Ledgeview.	BCPC, Bellevue, & Ledgeview											
Completed	Consult with WisDOT concerning use of CTH GV as detour during STH 172 project.	BCPC & BC Highway											
In Progress	Examine the land uses planned for CTH GV corridor.	BCPC, Bellevue, & Ledgeview											
In Progress	Identify the amount of developable land for each parcel along CTH GV corridor.	BCPC, Bellevue, & Ledgeview											
In Progress	Calculate appropriate assessments for property owners along CTH GV corridor.	Bellevue & Ledgeview											
In Progress	Identify sections of CTH GV that require patching or other spot improvements.	BC Highway											
Starting Soon	Proceed with ROW acquisition and utility installation.	BC Highway											
In Progress	Identify likely location of new Fox River bridge & street/highway corridor through EIS process.	BCPC											
Starting Soon	Apply for and receive permits from state and federal environmental agencies.	BC Highway											
At End of Study	Determine if design of CTH GV should continue to be four lanes.	BCPC, BC Highway, Bellevue, & Ledgeview											
At End of Study	Use completed FEMA floodway/floodplain maps to finalize design of CTH GV.	BC Highway											

Brown County  
Planning  
Budget Status Report

4/30/2009

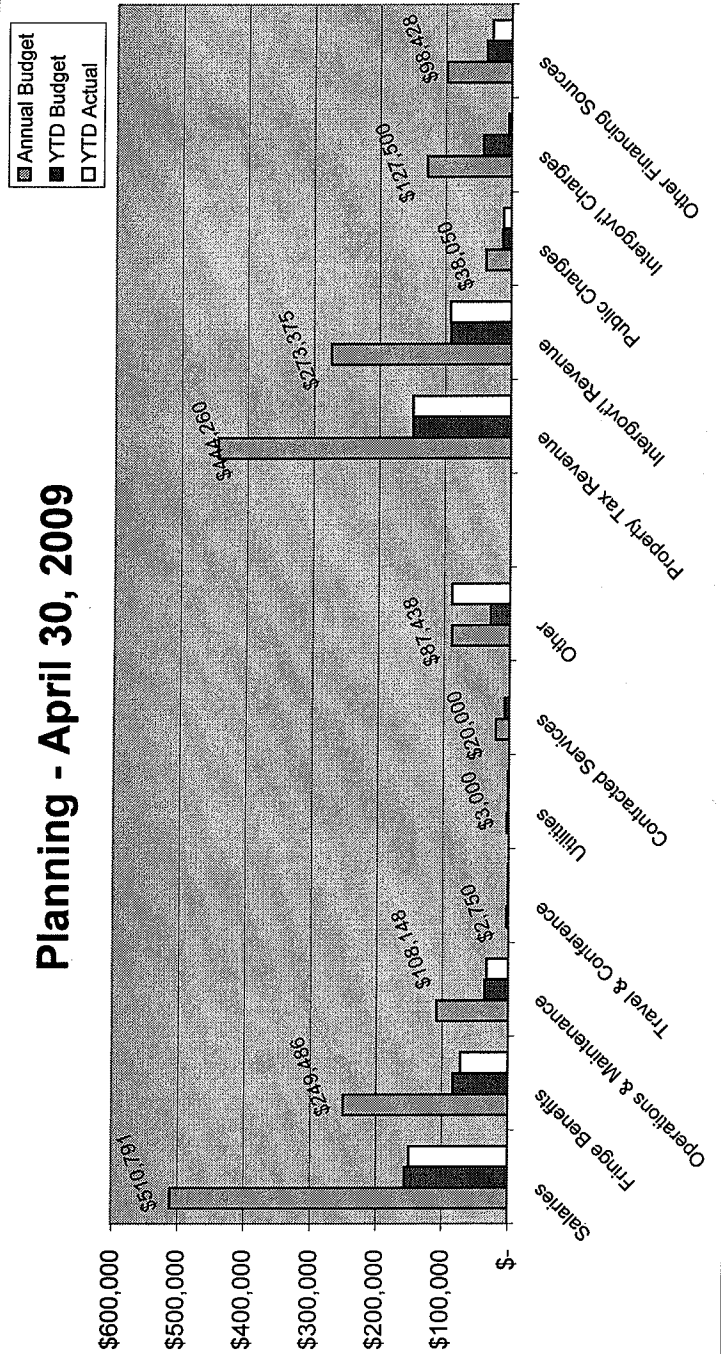
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 510,791	\$ 156,178	\$ 149,303
Fringe Benefits	\$ 249,486	\$ 83,162	\$ 72,025
Operations & Maintenance	\$ 108,148	\$ 36,049	\$ 32,541
Travel & Conference	\$ 2,750	\$ 916	\$ 783
Utilities	\$ 3,000	\$ 1,000	\$ 752
Contracted Services	\$ 20,000	\$ 6,667	\$ -
Other	\$ 87,438	\$ 29,146	\$ 87,438
Property Tax Revenue	\$ 444,260	\$ 148,086	\$ 148,088
Intergov't Revenue	\$ 273,375	\$ 91,125	\$ 91,584
Public Charges	\$ 38,050	\$ 12,684	\$ 11,907
Intergov't Charges	\$ 127,500	\$ 42,500	\$ 4,438
Other Financing Sources	\$ 98,428	\$ 37,456	\$ 29,153

**HIGHLIGHTS:**

Expenditures: Other expenditures to date is at the annual budget allocation but reflects a once per year payment for Bay-Lake Regional Planning Commission and Northeast Wisconsin Stormwater Consortium. All other categories are near budget.

Revenues: Intergovernmental Charges does not reflect quarterly payments received in May. All other categories are near budget.

**Planning - April 30, 2009**



# PLANNING COMMISSION



305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487  
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**CHUCK LAMINE, AICP**

PLANNING DIRECTOR

## MEMORANDUM

**DATE:** May 18, 2009

**TO:** Planning, Development & Transportation Committee

**FROM:** Chuck Lamine, AICP  
Planning Director

**RE:** Brown County Withdrawal from the Bay-Lake Regional Planning Commission in 2010

Due to uncertainties with the Brown County budget, as well as additional burdens anticipated as a result of the state budget, I have concluded that Brown County funding for the Bay-Lake Regional Planning Commission (BLRPC) in 2010 is an expense that we can no longer afford. In 2009, Brown County membership fees to the BLRPC totaled \$84,938. This represented 19% of our levy expenditures for our Planning budget or 9% of our total Planning budget. Over the past year we have eliminated a Senior Planner position, a Geographic Information Systems (GIS) Technician in our Land Conservation Office, and also have had a Zoning Inspector position vacant for over two years.

I am providing you with the procedural information for Brown County to withdraw as a member of the Bay-Lake Regional Planning Commission. Wisconsin Statutes 66.0309 (16) states the following:

A local unit may withdraw from a regional planning commission at the end of any fiscal year by a two-thirds vote of the members-elect of the governing body taken at least 6 months prior to the effective date of such withdrawal. However, such unit shall be responsible for its allocated share of the contractual obligations of the regional planning commission continuing beyond the effective date of its withdrawal.

For the County to withdraw its membership for 2010, the County Board will need to take action prior to June 30, 2009. A resolution has been included for your consideration. This requires that this issue be brought to the May 19, 2009 meeting of the Planning, Development & Transportation Committee and, if approved by the Committee, to the June 17, 2009, meeting of the County Board.

The Brown County Planning Commission has valued the relationship that we have had with the BLRPC and appreciate their mission of providing planning assistance within our region. However, due to budgetary considerations, as well as the comparatively large contribution that is required of Brown County, the Brown County Planning Commission Board of Directors voted to go on record as recommending to the Brown County Board of Supervisors the

withdrawal of Brown County as a member of the Bay Lake Regional Planning Commission in 2010. A comparison of county contributions within the Bay-Lake region is attached.

CL:lw

Attachment

cc: Tom Hinz, County Executive  
Mark Walter, Executive Director Bay-Lake Regional Planning Commission

Brown County  
Property Listing  
Budget Status Report

4/30/2009

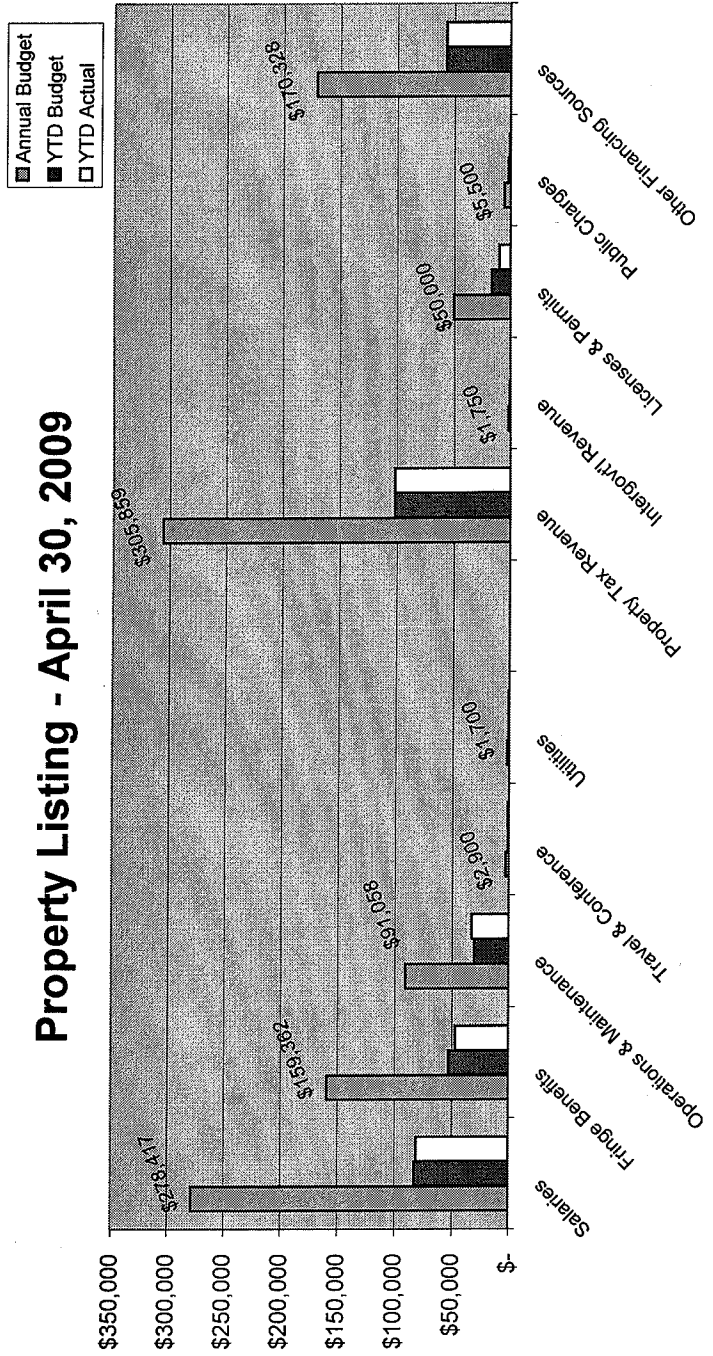
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 278,417	\$ 82,529	\$ 81,016
Fringe Benefits	\$ 159,362	\$ 53,121	\$ 47,047
Operations & Maintenance	\$ 91,058	\$ 30,353	\$ 32,747
Travel & Conference	\$ 2,900	\$ 967	\$ 1,100
Utilities	\$ 1,700	\$ 567	\$ 551
Property Tax Revenue	\$ 305,859	\$ 101,953	\$ 101,952
Intergov't Revenue	\$ 1,750	\$ 583	\$ -
Licenses & Permits	\$ 50,000	\$ 16,667	\$ 10,040
Public Charges	\$ 5,500	\$ 1,834	\$ 999
Other Financing Sources	\$ 170,328	\$ 56,776	\$ 56,776

**HIGHLIGHTS:**

Expenditures: No change from last month as far as spending.

Revenues: Land division review revenue will be down until the economy picks up.

**Property Listing - April 30, 2009**



Brown County

Zoning

Budget Status Report

4/30/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 186,807	\$ 55,323	\$ 41,482
Fringe Benefits	\$ 98,562	\$ 32,854	\$ 25,384
Operations & Maintenance	\$ 72,950	\$ 24,318	\$ 20,351
Travel & Conference	\$ 880	\$ 293	\$ 518
Utilities	\$ 2,000	\$ 667	\$ 502
Contracted Services	\$ 500	\$ 167	\$ -
Other	\$ 70,300	\$ 23,433	\$ -
Property Tax Revenue	\$ 132,303	\$ 44,101	\$ 44,100
Intergov'tl Revenue	\$ 70,000	\$ 23,333	\$ -
Licenses & Permits	\$ 111,975	\$ 37,325	\$ 20,920
Public Charges	\$ 95,300	\$ 31,767	\$ 69,456
Intergov'tl Charges	\$ 15,110	\$ 5,037	\$ -
Other Financing Sources	\$ 7,311	\$ 2,437	\$ -

HIGHLIGHTS:

Expenditures: All categories are at or near budget expectations.

Revenues: Permits and public charges are progressing at our anticipated rate.

Zoning - April 30, 2009

